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ABSTRACT

Texts for three units of a workplace English-as-a-Second-Language (ESL) literacy program are included. The first unit addresses language skills for social and personal identification, including lessons on introductions, social language, family, filling out forms, schedules and timelines, and expressing feelings. The second unit focuses on aspects of working, including expressing facts and feelings about work, coping with forms and applications, specifying skills, asking for clarification of information, discussing time clocks and paychecks, and explaining problems. These texts consist of vocabulary development activities, drills, and readings about other immigrants, with comprehension exercises. The third unit deals with belonging to a union and individual rights on the job, and includes information and comprehension exercises concerning unions, union administration, contracts, and protection of individual rights. The text is in English, with occasional examples using Spanish. (MSE) (Adjunct ERIC Clearinghouse on Literacy Education)

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WORKPLACE ESL CURRICULUM FROM THE
LABOR EDUCATION CENTER
SOUTHEASTERN MASSACHUSETTS UNIVERSITY
LENORE BALLIRO, 1987

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UNIT I

Social and Personal Identification

UNIT I

Social and Personal
Identification

Part 1 + 2

- **Introductions**
- Social language

Question Words

Who	_____	Quem
What	_____	Que
Why	_____	Por que
How	_____	Como
How many	_____	Quanto
Which	_____	Qual
Where	_____	Onde Donde
When	_____	Quando

PRACTICE USING QUESTION WORDS.

Fill in the question word.

Use who, where, why, when, what, how, or which.

Then answer each question.

A. _____ is your birthday?

B. _____ do you spell your last name?

C. _____ are you learning in English class?

D. _____ were you born?

E. _____ do people need to work?

F. _____ kind of building do you live in?

G. _____ many rooms are there in your home?

H. _____ do landlords ask for a security deposit?

I. _____ is a lease?

J. _____ do you look for sales?

K. _____ supermarket has the best prices in your neighborhood?

L. _____ is it important to lock your door?

What's = What is

Class Directory

Pick a partner. Ask these questions. Fill in the directory.

1. What's your name?
2. What's your phone number?
3. Where do you live?
4. Where do you work?
5. What union do you belong to?

Ask any other questions you want to know!

Class Directory

what's your name?

What's your phone number?

where do you live?

where do you work?

What union do you belong to?

[illegible]

— Directory —				
Name	Telephone	Address	Shop	Union
Paul Silva	997-8043	15 Bank St. N.B.	Elco Dress	ILG
Maria Teixeira	996-7560	134 River Rd. N.B.	Justino	ACTWU
SUSANNA MELLO	991-1459	8 ALMY AVE. No. DART.	MANLEY	ILGWU

* Using this directory information, rewrite these statements using: he, she, they, his, her, their.

1. Maria lives in New Bedford. _____ lives in New Bedford.
2. Susanna Mello works at Manley. _____ company is Manley.
3. Paul and Susanna are members of the ILGWU.
_____ union is the ILG.
4. Maria Texeira lives on River Road. _____ lives on River Road.
5. Paul's number is 997-8043. _____ number is 997-8043.
6. Maria and Paul both live in N.B. _____ live in N.B.
7. ACTWU is Maria's union. ACTWU is _____ union.
8. Elco is the shop where Paul works. It is where _____ works.

* Fill in the blanks and answer these questions:

1. Susanna works at Manley; what is _____ union? _____
2. Maria and Paul live in the same town; where do _____ live? _____
3. Each worker is at a different shop;
what are the names of _____ shops? _____

Pocket identification

Name: _____
Address: _____
_____ ZIP _____
SS# _____ Date of birth: _____
Phone: _____
Company: _____ Union: _____
Job Title: _____
How long? _____ to _____
Supervisor: _____
In case of emergency notify _____
Phone: _____



Fill it out.
Cut it out.
Put it in your wallet.

In groups, ask your teacher some questions.
Each group ask 5 questions.
One person can write the questions here:

1. _____
2. _____
3. _____
4. _____
5. _____

Question Words :

Who ?	Do you ?
What ?	When ?
Why ?	How many ?

Here is your teacher's
Story. The story answers
your questions. (Insert story here
for reading material.)

How was your weekend?

Maria: Hi, Ana. How was your weekend?

Ana: Pretty good. We had a birthday party for my daughter. How about you?

Maria: Not too good. My son was Sick.

Talk about : How was your weekend?
What was good.
What was not good?

(Use wall chart)

Good	Not good
ex: We <u>had</u> a party	ex: My son <u>was</u> sick

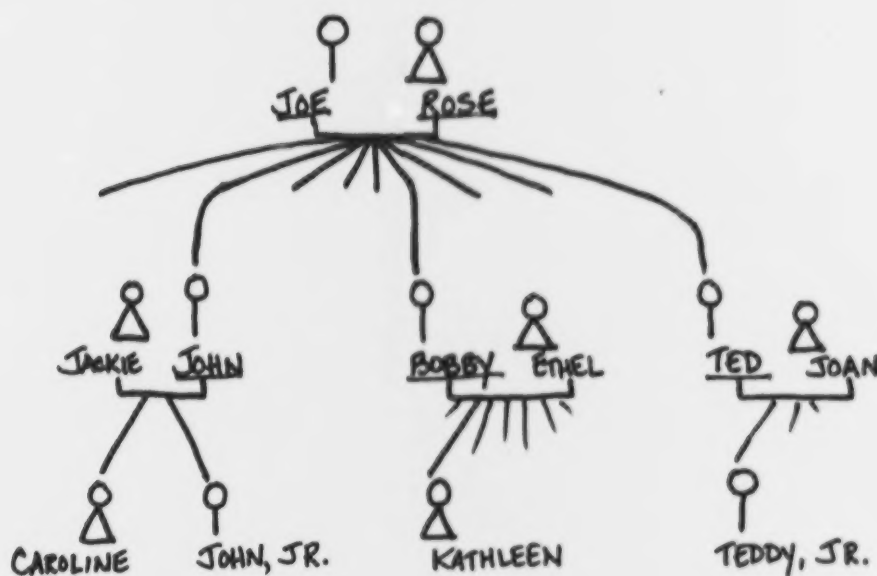
FAMILY

Family Relationships:

Remember President John F. Kennedy? He was part of a very large and famous family. Here are some of the people in his family:

- his parents, Joe and Rose
- 2 of his brothers, Bobby and Ted
- his wife, Jackie
- his children, Caroline and John, Jr.
- Bobby's wife, Ethel
- Ted's wife, Joan
- 1 of Bobby's daughters, Kathleen
- Ted's son, Teddy, Jr.

- KENNEDY FAMILY TREE -



Think about these words:

- husband

- wife

- mother

- father

- children

- son

- daughter

- brother

- brother-in-law

- sister

- aunt

- uncle

- nephew

- niece

- cousin

- grandparents

- grandfather

- in-laws

- grandmother

- grandson

- granddaughter

- mother-in-law

- father-in-law

- son-in-law

- daughter-in-law

- parents

- sister-in-law

* Use these words to talk about the Kennedy Family.

* Make your own FAMILY TREE. Explain it to the class by using some of these words.

NOTE: p. 71, "Oxford Picture Dictionary"; FAMILY RELATIONSHIPS
p. 70, "Language and Culture in Conflict"; My FAMILY

Kennedy Family Facts:

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- 1) Joe and Rose were married, they were _____ and wife.
- 2) Joe and Rose had 9 children, 4 sons and 5 _____.
- 3) Joe was the _____ of 9 children.
- 4) Rose was the _____ of 4 _____ and 5 daughters.
- 5) John married Jackie and had 2 _____, a _____ and a _____.
- 6) Caroline is the _____ of John, Jr.
- 7) John, Jr. is Caroline's _____.
- 8) Bobby's _____, Kathleen is a _____ to Caroline and John, Jr.
- 9) One of Joe and Rose's _____ is Teddy, Jr.
- 10) Kathleen is Ted's _____.
- 11) John, Jr. is Ethel's _____.
- 12) Ethel is Ted's _____.
- 13) John was Joan's _____.
- 14) Rose was Jackie's _____.
- 15) Joe was Ethel's _____.
- 16) Jackie is Teddy, Jr.'s _____.
- 17) Joe was Caroline's _____.
- 18) Ted is the _____ of Kathleen, Caroline, and John, Jr.

Pronouns:

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- pp. 58-61, "Language and Culture in Conflict".
- pp. 1-9, "Your First Job".
- pp. 67-91, "English That Works 1".



APPLICATION FOR STAFF EMPLOYMENT

SOUTHEASTERN MASSACHUSETTS
UNIVERSITY
NORTH DARTMOUTH, MASS. 02747

For Office Use Only

Orig. Filed _____
Dupl. Filed _____

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, sex, color, religion or national origin. Public Law 90-202 prohibits discrimination because of age. Section 504 of the Rehabilitation Act 1973 prohibits discrimination against a person on the basis of a handicap.

NAME (Print) _____ DATE _____
(Last) (First) (Middle)

ADDRESS _____ PHONE _____
(No. and Street) (City) (State) (Zip Code)

PERSONAL DATA

Social Security #		Height		Weight		Male ☐
						Female ☐
U.S. Citizen	☐ Yes ☐ No	Do You Have a Mass. Driver's License?	☐ Yes ☐ No	Are You Applying for Full-Time or Part-Time Work?		☐ Full ☐ Part
POSITION(S) APPLYING FOR						
Date Available For Work				Work Schedule Limitations, If Any		
Are You Willing to Work Other Than First Shift?				Are You Willing to Work Weekends?		
☐ Yes ☐ No				☐ Yes ☐ No		
Relatives Employed by SMU (Names & Relationships)						
How Did You Learn of this Position?						
☐ Newspaper ☐ Journal ☐ Friend or Colleague ☐ Other — Please Specify —						

EDUCATION

Circle Highest Grade Completed	Grade School 1 2 3 4 5 6 7 8								High School 9 10 11 12				College 13 14 15 16				Over 16
	From Mo./Yr.		To Mo./Yr.		School Name and Address		Degree or Certificate		Course or Major		Did You Graduate						
High School																	
Technical, Trade, or Business School																	
College or University																	
Graduate School or Other																	

SECRETARIAL SKILLS

Typing _____ Words Per Minute	Circle Office Machines You Can Operate	1 Adding Machine	2 Calculator
Shorthand _____ Words Per Minute		3 Ditto Machine	4 Key Punch
		5 Mimeograph	6 Other (Specify)
Describe Briefly Other Secretarial Or Clerical Skills You Possess			

MECHANICAL SKILLS

List Any Skills or Special Licenses Held
--

(over)

MILITARY SERVICE

Have You Been On Active Duty With The Armed Forces of the United States?		☐ Yes ☐ No	Branch	Entry Date	Separation Date
Type of Separation	Highest Rank	Final Rank	Draft Classification	Reserves or Nat'l. Guard ☐ Yes ☐ No	
Briefly, What Were Your Duties In The Service?					

PHYSICAL RECORD

Present Condition of Health ☐ Excellent ☐ Good ☐ Fair ☐ Poor	List All Physical Limitations You May Have
List All Chronic Ailments, Operations, Or Serious Illnesses You Have Had	
Have You Ever Been Treated For Mental Illness ☐ Yes ☐ No	

EMPLOYMENT HISTORY (State present or most ent job first. Use additional sheet if necessary.)

From Mo./Yr.	To Mo./Yr.	Employer's Name, Complete Address, & Nature of Business	Wages Or Salary	Your Position & Nature of Duties	Reason(s) For Leaving

May We Request A Reference From Your Present Employer At This Time?	Have You Previously Applied for Work At SMU? ☐ Yes ☐ No	If Yes, When Did You Apply?
Have You Ever Been Employed By The Commonwealth Of Massachusetts (Including SMU)? ☐ Yes ☐ No	Agency, Dates, and Position	
If You Were Previously Employed By The Commonwealth Of Massachusetts Including SMU, Did You Receive A Refund Of Your Retirement Fund Contributions? ☐ Yes ☐ No		
Have You Ever Been Discharged From Employment? ☐ Yes ☐ No	If Yes, Why?	
Have You Ever Been Convicted Of A Felony? ☐ Yes ☐ No	When And Where?	
Nature of Offense(s) and Disposition of Case(s)		

PERSONAL REFERENCES (Do not include relatives or past employers.)

Name	Address	Business	Years Known
1.			
2.			
3.			

All answers to the foregoing questions are true and correct to the best of my knowledge and belief. It is understood that any false statements, if discovered before employment, will affect my application unfavorably; and if discovered after employment, will be sufficient reason for my dismissal from the service of Southeastern Massachusetts University.

I agree to take physical, aptitude, and other tests, when required, and authorize investigation of any or all statements contained in this application.

Signature of Applicant

(DO NOT WRITE BELOW THIS LINE)

Interviewer's Comments _____

Date _____ Signature _____

NOTE: This application will be held on file for one year.

Change of Address:

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- If you move it's necessary to CHANGE YOUR ADDRESS at the places you do business regularly. Forms are provided for you to fill out at the POST OFFICE, BANK, TELEPHONE COMPANY, ETC.

Here is an example of a bank's "change of address":

If you've changed your address recently or are planning to in the near future, please fill out this form and return it to us. NOTE: <i>This is for change of address only!</i> If you wish to make a name change, please see one of our Customer Service Representatives.		IMPORTANT: To insure proper address records on all your accounts, please check one of the boxes below to indicate the accounts to be affected by this change of address.	
PLEASE PRINT		☐ Change <i>all</i> accounts presently associated with the "Old Address" for <i>all</i> persons listed.*	
Name: _____		☐ Change <i>only</i> those accounts listed below.*	
First _____	Middle Initial _____	Last _____	
Social Security Number _____		Checking/NOW Account # _____	
Old Address: _____		Savings Account # _____	
New Address: _____		Certificate of Deposit # _____	
Effective Date (if not immediately) _____		Visa/Mastercharge # _____	
New Telephone No. _____		Reserve Line of Credit # _____	
Please list the names of other members of the household to whom this change applies.		Installment Loan # _____	
Name _____		Mortgage # _____	
SS# _____		Safe Deposit (Branch of Account) # _____	
Name _____		*For Clubs (Christmas, All Purpose), please complete and attach <i>Notice For Change Of Address</i> coupon located in your club book.	
SS# _____		Special Instructions _____	
Name _____		Customer _____	
SS# _____		Signature: _____	
Name _____		Date _____	
SS# _____		INTERNAL USE ONLY	
Name _____		Br/Dept _____ Date _____	
SS# _____		CSR Sig. _____	

ST 125 REV 12/78

FORMS (at the bank):

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- Some of the most important forms you fill out are at your bank.

(1) SAVINGS ACCOUNT -

ACCOUNT NO.	The undersigned hereby agree(s) that this account shall be subject to the Rules, Regulations and By-Laws of CITIZENS SAVINGS BANK FSB, Providence, Rhode Island, as amended from time to time, and acknowledge(s) receipt of a copy of the current Rules and Regulations governing
CLASS	
INT. PLAN	

"If two or more persons sign this card, all of them hereby agree, for value received, that this is a joint account subject to withdrawal by any of the depositors mentioned in this account, subject to Rules and Regulations governing this account, and that in the event of the death of any of them, all funds and interest on deposit, accrued and accruing to this account shall belong to and be paid to either of the survivors or the last survivor subject to the provisions of the Rules and Regulations governing this account."

MATURITY DATE _____ RATE _____

SIGNATURE 1.	SS	-	-
SIGNATURE 2.	SS	-	-
SIGNATURE 3.	SS	-	-
SS-21 10/85	P.A.		

(to open an account...)

- 2 sides -

PLEASE ENDORSE CHECKS AND LIST CHECKS BY BANK NUMBER

	DOLLARS	CENTS
CASH		
CHECKS		
TOTAL DEPOSIT		

SAVINGS DEPOSIT

ACCOUNT NUMBER	FOR BANK USE



CITIZENS BANK

Citizens Savings Bank, FSB / Citizens Trust Company

NAME _____ DATE _____ 19 _____

ADDRESS _____

SS1 10/84

(to deposit money in your account; to be given to the teller...)

SAVINGS WITHDRAWAL



RECEIVED OF
CITIZENS BANK
CITIZENS SAVINGS BANK, FSB; CITIZENS TRUST COMPANY

ACCOUNT NUMBER	FOR BANK USE
—	☐ CHECK NO. _____ ☐ CASH

\$	DOLLARS	CENTS
----	---------	-------

DEPOSITOR SIGN HERE _____ SOCIAL SECURITY NO. / TAXPAYER ID NO. _____
ADDRESS _____ DATE _____

SS2 (REV 2-86)

(to withdraw, or take out money from your account,
to be given to the teller...)

(2.) CHECKING ACCOUNT —

- 1. If Personal Account, type first name, middle initial & last name
- 2. If Business Account, type full legal title.
- 3. Send top (paper) copy to CMI with TBK-98.
- 4. Retain carbon (card) copy for Branch File.

NAME(S)	FORM TBK-2 (REV 4/86) PA
	ACCT NO.
TO: CITIZENS TRUST COMPANY, PROVIDENCE, R.I. - Checking Account Signature Card	

You are authorized to act upon the signature(s) below in any transaction for this account, which account I (we) agree shall be governed by the Rules and Regulations of this bank, as from time to time in force, receipt of which is hereby acknowledged.

ACCT. TYPE	BUS. TAX I.D. NO.		
TELEPHONE NO.	SS# OR BUS. TITLE		
SIGNATURE(S)			
1.			
2.			
3.			
4.			
OPENED BY	OFFICE	DATE	DEP. AMT.

(to open an
account...)

*press firmly
for duplicates

NAME _____

ACCOUNT NUMBER

_____**NOW/CHECKING ACCOUNT
DEPOSIT SLIP**

DATE _____ 19 _____

CITIZENS BANKCITIZENS TRUST COMPANY
PROVIDENCE, RHODE ISLAND 02903-4089BRANCH #

_____IF OVER 2 CHECKS LIST CHECKS ON REVERSE SIDE
AND ENTER TOTAL IN SPACE INDICATED BELOW.

	DOLLARS	CENTS
BILLS		
COIN		
CHECKS - LIST BY BANK NUMBER		
CHECKS - TOTAL FROM OTHER SIDE		
TOTAL DEPOSIT		

- 2 sides -

⑆0⑆⑆500⑆20⑆

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(to deposit money in your account, to be given to teller...)

IF TAX DEDUCTIBLE
CHECK HERE ☐

\$ _____

TO _____

FOR _____

	DOLLARS	CENTS
BAL FWD		
DEPOSIT		
DEPOSIT		
TOTAL		
THIS ITEM		
SUB-TOTAL		
OTHER DEDUCT (IF ANY)		
BAL FWD		

_____ 19 _____

57-12/115

PAY TO THE
ORDER OF _____ \$ _____

_____ DOLLARS

 **CITIZENS BANK**
CITIZENS TRUST COMPANY
PROVIDENCE, RHODE ISLAND 02903

MEMO _____

⑆0⑆⑆500⑆20⑆

+ Recording the
check for
your records...+ Writing out a personal check to make
payment for something...+ You KEEP THIS
- PART. -You may mail this check or hand it
directly.

- You GIVE THIS PART AWAY -

Other types of FORMS at the bank:

- (1.) LOAN APPLICATION
- (2.) CREDIT CARDS (VISA / MASTERCARD)
- (3.) MONEY MARKET CERTIFICATE
- (4.) AUTOMATIC TELLER MACHINE CARD
- (5.) LINE OF CREDIT

* ALL banks request a "W-9 form" for the government; for any type of banking business.

* (SEE SPECIFIC FORMS FOR ABOVE ITEMS IN THIS ENVELOPE)

Forms:

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- pp. 62, 63, "Language and Culture in Conflict"; FILLING OUT PAPERS.
- pp. 168, 169, "Language and Culture in Conflict"; JOB APPLICATION.
- pp. 196, 197, "Language and Culture in Conflict"; TAXES AND PUBLIC SERVICES.
- pp. 94-113, "Let's Work Safely!"; REPORTING AN INJURY.
- p. 10, "Speaking Up at Work"; REGISTRATION CARD.
- pp. 41-49, (same) ; SUPPLY REQUEST.
- pp. 104-107, (same) ; UNDERSTANDING W-4 FORMS.
- pp. 133-135, (same) ; UNDERSTANDING HEALTH INSURANCE.
- pp. 159-161, (same) ; TAKING PHONE MESSAGES.
- pp. 162-164, (same) ; W-2 FORMS.
- pp. 21-32, "Your First Job"; PARTS REQUESTS.
- pp. 32-47, "Your First Job"; TIME CARDS, REPORTING TIMES.
- p. 58, (same) ; (same).
- pp. 94-106, (same) ; UNDERSTANDING YOUR PAYCHECK.
- pp. 109-111, "ESL for Action"; REPORTING AN ACCIDENT.
- p. 54, "A Handbook for ESL Literacy"; APPLICATION FORM.
- p. 89, "A Handbook for ESL Literacy"; PERSONAL CHECK.
- p. 106, (same) 27 ; HOUSEHOLD BILLS.

- 25
- p. 5, "English That Works 1"; SIMPLE FORM FILLING.
 - p. 10, (~~same~~) ; (~~same~~) — MARITAL STATUS.
 - pp. 14, 15, (~~same~~) ; (~~same~~) — IMPORTANT NUMBERS.
 - p. 21, (~~same~~) ; (~~same~~) — FAMILY RELATIONSHIPS.
 - p. 26, (~~same~~) ; (~~same~~)
 - p. 32, (~~same~~) ; (~~same~~)
 - p. 141-143 (~~same~~) ; TIME SHEET.

Read about

Read about other
adult immigrants
learning English.

See: "Class Stories"

ALLOW ME TO INTRODUCE MYSELF

In Hong Kong I had many difficulties with education.

Working in Hong Kong was very hard. My life was sad. When I came to America my whole life changed. I went to work and had a good salary. Even though I didn't speak English, I could still do things I wanted such as sponsoring relatives to America. There were people who owed me money in Hong Kong, but I let them go because I know that there are these kinds of people in the world.

I sponsored my friends and relatives to Canada for a better education. This changed my whole life to happiness.

by Kam Fan Li
Level 2
Local 23-25
Chinatown

My name is Jimmy Flores. I love my family. I have a father, mother, three sisters and two brothers. We like to shop the best. I am from Ecuador. I am living in New York. I love my family. I like to get married sometime and have a family.

Local 91-105

My name is Nancy Villa. I am from Puerto Rico. I live in Jersey City. I have brown eyes and black hair. I have nine brothers and two sisters. I love my family. I like sports. My favorite sports is baseball. I like my English class. My English teacher's name is Omar Vargas. He is a nice person.

by Nancy Villa
Level 1
Local 132-98



My name is Maritza Reyes. I came from the Dominican Republic. My country is beautiful. I love New York City. I live with my family. I have two brothers and one sister. I am single. I am twenty-four years old. My favorite friends are my partners at school.

I am tall and pretty. I have black eyes. My favorite colors are: yellow and black. I like music. I like to play baseball. I go to work before going to English class.

My teacher is a very fine man.

by Maritza Reyes
Level 1
Local 132-98

My name is Lupe Flores. I live with my brother. I would like to get married and have a baby. I like to listen to music. I need to speak English.

Local 91-105

INSERT "CLASS STORIES"
here - Blue Booklets

Pronouns and "CLASS STORIES": (blue booklets)

30

I. UE - Local 219

[A.] Maria C. Sousa, page 7

- 1.) _____ has 4 boys and 2 girls.
- 2.) _____ husband is not alive.
- 3.) _____ name was Juvenal Sousa.
- 4.) _____ look happy in this picture.

[B.] Maria Ramos, page 13

- 1.) What was _____ job? _____.
- 2.) How many pounds did _____ pick one day in 1974? _____.
- 3.) The man in the picture is _____ boss. What did _____ give _____ for a bonus? _____.
- 4.) Where does _____ work now? _____.

II. ACTWU - Local 377 / ILGWU - Local 361

[A.] Antonio and Eduarda, page 14

- 1.) For _____ 25th anniversary, Eduarda and Antonio had a party with _____ family.
- 2.) _____ were very happy.
- 3.) _____ have a daughter and _____ planned the party for _____.
- 4.) In the picture, _____ is feeding some cake to _____.
- 5.) There is a man to _____ left. _____ is smiling.

[B.] Maria Jesus Ribeiro, page 18

31

1) Who is _____ standing with in this picture?
_____.

2) Where did _____ go? _____.

3) _____ went to the Botanical Gardens because
_____ loves plants.

4) It was a nice trip for _____.

[C.] Bronwen Zwirner, page 21

1) _____ teaches members of _____ union how to fight
for _____ rights.

2) _____ also works on the "Talking Union", putting
_____ together.

3) What does _____ hope about the paper? _____
_____.

4) What is _____ city and how does _____ feel about
_____?
_____.

Writing

Homework:

Bring in any kind of writing you need to practice.

Alphabets

Talking: Say the alphabets out loud. Then spell your name out loud using English alphabet.

Portuguese: a b c d e f g h i j k
l m n o p q r s t u
v x z

English: a b c d e f g h i j k
l m n o p q r s t u
v w x y z

● Writing: Practice: a _ c d e _ g
h _ _ k _ m _ _ _ q _ s _ _ v _
x _ _ .

About Writing

sentence

paragraph

punctuation

- period

- ? question mark

- ! exclamation point

capital letter

introduction

conclusion

title

Writing Notes:

Who do you write
notes to? Your boss?
Your child's teacher? Your
mechanic?

Make a list:

1. _____
 2. _____
 3. _____
 4. _____
-

Practice: Write a note to
someone on your list.

Notes:

A note is a short letter.

July 14, 1987

Dear Manny,
I have to leave
work at 3:00
today. I have a
doctor's appointment.
Thanks.

Ana Medeiros

April 3, 1987

Dear Mr. Soares,
Please excuse
John from school
yesterday. He had
a bad cold.

Sincerely,
Mrs. J. Medeiros

Months:

January
February
March
April
May

June
July
August
September
October
November
December

Letters:

123 Cab St.
New Bedford, MA.
July 14, 1987

Dear Maria,

How is your
summer? I hope
you are fine. We
are on vacation for
two weeks. See
you when school
starts.

Sincerely,
Ana

your address

Date: _____

Dear _____,

Sincerely
eeee

123 Cab St.
New Bedford, MA.
02747

Ms. Maria Oliviera
614 Olney St.
Providence, R.I.
02906

Writing:

Write a letter to your teacher. Tell a little about yourself. Why do you want to study English?

Spelling

Write down the words you spell wrong. Then write them correctly. Study your list of words: (Practice at home)

<u>Wrong Spelling</u>	<u>Correct Spelling</u>

41

Write about

Tell some things about
yourself. Why do you
want to study English?

● My story:

Part 3
daily life

Days of the Week:

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

What day do you go to church?

What day do you do shopping?

What day do you get your pay?

What day is it today?

Dates and Abbreviations:

43

* All 7 days of the week can be abbreviated:

Sunday - Sun.

Monday - Mon.

Tuesday - Tues.

Wednesday - Wed.

Thursday - Thurs.

Friday - Fri.

Saturday - Sat.

* 9 of the 12 months are also often abbreviated:

January - Jan.

February - Feb.

March - Mar.

April - Apr.

August - Aug.

September - Sept.

October - Oct.

November - Nov.

December - Dec.

(May, June, and July
are NOT abbreviated.)

WHY?

Rewrite these dates using abbreviations:

(1.) Monday, October 9, 1986

(2.) Saturday, February 26, 1954

(3.) Thursday, December 15, 1967

(4.) Tuesday, July 2, 1931

I was born on the third day of the tenth month in the year 1954.

I can write this in many ways:

- ① October 3, 1954
- ② Oct. 3, 1954
- ③ Oct. 3, '54
- ④ 10/3/54
- ⑤ 10-3-54

* Dates are often written using numbers only.

(examples) 1/15/60 _____ January 15, 1960

4-27-49 _____ April 27, 1949

A. Write out these dates a different way:

- | | |
|-------------------|------------------|
| 1) 2-5-31 _____ | 4) 3/13/81 _____ |
| 2) 12-21-53 _____ | 5) 8/23/27 _____ |
| 3) 7-4-86 _____ | 6) 12/9/74 _____ |

B. Write these dates using numbers only:

- | | |
|---------------------------|------------------------|
| 1) March 14, 1961 _____ | 4) Dec. 8, 1921 _____ |
| 2) Sept. 26, 1987 _____ | 5) Jan. 16, 1947 _____ |
| 3) November 2, 1965 _____ | 6) Apr. 11, 1952 _____ |

- Talk about:

What do you do
everyday? Describe
your schedule.

- Write

- Fill in the chart. Tell
what you do at home
and work.

- (Look at Hilda's Schedule to give
you some ideas.)

SAMPLE WORKSHEET

Literacy 1, 2

WRITE THE TIME.

1. I get up at _____, AM.
2. I go to school at _____, __M.
3. I go home at _____, __M.
4. I eat lunch at _____, __M.
5. I eat dinner at _____, __M.
6. I go to bed at _____, __M.

TAKE PICTURES

With your Class Camera,
take pictures of things
you do everyday. Bring
them to class.

Write one sentence for
each picture:



I am cooking for my family

Week days: Monday, Tuesday,
Wednesday, Thursday, Friday

MORNING

AFTERNOON

EVENING

5:00

12:00

6:00

6:00

1:00

7:00

7:00

2:00

8:00

8:00

3:00

9:00

9:00

4:00

10:00

10:00

5:00

11:00

50

11:00

51

12:00

Weekends: Saturday, Sunday

MORNING

AFTERNOON

EVENING

5:00

12:00

6:00

6:00

1:00

7:00

7:00

2:00

8:00

8:00

3:00

9:00

9:00

4:00

10:00

10:00

11:00

5:00

11:00

New Words:

Write down your new words here.
Practice for homework.

Look at your time line.
Answer the questions

When do you get up?

When do you punch in?

When do you eat lunch?

When do you punch out?

When do you go to sleep?

When do you do your ⁵⁵ homework?

Look at your partner's
time line.

Answer the questions.

When does she get up?

ex. She gets up at 5:30.

When does she punch in?

When does she eat lunch?

When does she cook dinner?

When does she relax?

When does she do her homework?

— HILDA'S SCHEDULE FOR THE WEEKEND —

SATURDAY

6:00 wake up / bathroom-wash / coffee + toast / dress
 7:00 wash clothes / clean bedrooms - new sheets
 8:00 dry clothes / clean bathroom / wash floor
 9:00 fold + put away clothes / clean kitchen / wash floor
 10:00 dust + vac. parlor / write grocery list / sweep porch
 11:00 wash car + vac. inside / shower / dress
 12:00 go to: Post Office / Cleaners / eat hamburger at MAC DONALD'S
 1:00 fish market / grocery store
 2:00 fruit stand / back home - unpack all
 3:00 put away food / wash inside of REFRIGERATOR
 4:00 out in yard: weed garden / pick vegetables / flowers
 5:00 cook supper / set table
 6:00 Eat / clean up dishes + kitchen
 7:00 newspaper / coffee
 8:00 TV / CROCHET / call SISTER-IN-LAW in Fall River
 9:00 TV / CROCHET / cookies + tea
 10:00 BED! sleep

SUNDAY

6:00 sleep
 7:00 sleep
 8:00 wake up / shower + dress
 9:00 Big Breakfast for Family / make eggs, bacon, pancakes, coffee
 10:00 Eat / Read Paper / Coffee
 11:00 Church
 12:00 go for a ride along waterfront
 1:00 Out to RESTAURANT - DINNER with Family
 2:00 Eat / Talk / Enjoy
 3:00 coffee / leave RESTAURANT / visit FRIENDS
 4:00 play cards / talk
 5:00 play cards / talk / drink soda
 6:00 ride home / sit out on porch 58
 7:00 go in house / make snack (SANDWICHES TEA)
 8:00 eat + watch TV
 9:00 TV (fall asleep on couch)
 10:00 BED! sleep

Verbs:

(PRESENT)

(PAST)

54

- wake

- woke

- make

- made

- go

- went

- eat

- ate

- sit

- sat

(* Look at HILDA's SCHEDULES...)

1.) Yesterday was Saturday and Hilda _____ up at 6:00 a.m.
She _____ toast and coffee and started to clean. In
the afternoon she _____ to the post office, cleaners,
and stores. Hilda _____ supper and _____ by 6:00 p.m.
She _____ to crochet and watch TV.

2.) Today is Sunday and Hilda _____ up at 8 o'clock.
She _____ eggs, bacon, coffee, and pancakes for her
family. She _____ while she reads the newspaper.
Hilda _____ for a ride along the waterfront and _____
at a restaurant. She _____ with friends and
plays cards. Later, she _____ on her porch. Hilda
_____ a snack about 7:30 p.m. She _____ to bed at
10 o'clock.

HILDA'S WEEKEND —

55

- It is 8:00 a.m. Sunday and Hilda's weekend is half over. Saturday was very busy and she was tired at the end of the day. Now she has had a good night's sleep and is looking forward to her day of rest and enjoyment.

*(Look at her SCHEDULES and answer with: IS/WAS,
HAS/HAD)

- 1.) Yesterday she _____ up at 6:00 a.m.
- 2.) Today she _____ up at 8:00 a.m.
- 3.) Saturday she _____ toast in the morning.
- 4.) On Sundays, she _____ a big breakfast.
- 5.) Sunday she _____ at church at 11:00 a.m.; but Saturday she _____ cleaning her car.
- 6.) She _____ many errands to do yesterday.
- 7.) She _____ busy all day!
- 8.) Today she _____ going to dinner at a restaurant.
- 9.) She _____ coffee after her meal.
- 10.) Hilda _____ in her garden at 4:00 pm. yesterday.
- 11.) Today she _____ playing cards at 4:00 pm.
- 12.) At 6:00 pm. ~~she~~ _____ on her porch - relaxing.
- 13.) Yesterday Hilda _____ in bed at 10 o'clock.
- 14.) Hilda _____ always watching TV around 9 o'clock.
- 15.) Hilda _____ busy on her weekends!

Martha's Daily Schedule:

Every morning I get to work at 6:50 am. I get a quick cup of coffee from the caterer's truck. Then I punch in at 6:57 am. I gab for a couple of minutes with the other stitchers while I open up my machine. Soon the floorlady brings me a new bundle. I read the ticket. If I have any questions, I ask the floorlady. Then I begin sewing. If my thread breaks, I fix it myself. But if my needle breaks, I call the mechanic. Sometimes I get a bundle that has an error already in it. Then I have to call the floorlady and she takes care of it. I get a coffee break at 9:45, lunch at 12:00, and another break at 1:45. At 2:55 the warning buzzer rings. When I hear the buzzer, I begin to clean up and get into line at the clock. When the 3 o'clock buzzer rings, we all punch out and go home.

Alphabet

<u>A</u> a	<u>B</u> b	<u>C</u> c	<u>D</u> d	<u>E</u> e	<u>F</u> f
<u>G</u> g	<u>H</u> h	<u>I</u> i	<u>J</u> j	<u>K</u> k	<u>L</u> l
<u>M</u> m	<u>N</u> n	<u>O</u> o	<u>P</u> p	<u>Q</u> q	<u>R</u> r
<u>S</u> s	<u>T</u> t	<u>U</u> u	<u>V</u> v	<u>W</u> w	<u>X</u> x
<u>Y</u> y	61	<u>Z</u> z			

Pronoun Practice:

59

Look at "Martha's Daily Schedule".

Rewrite the story changing I to she, etc.

(example) Every morning she goes to work at 6:50 am.
She gets a quick cup of coffee...

SHE, HER, HE, HIS, HIM, IT, THEY, THEIR...

- ① Raul works at Kartex. ____ is a supervisor. ____ works on the 1st shift. ____ job is not easy. ____ has 45 workers in his section.
- ② Teresa is a member of the ILG. ____ attends monthly meetings with ____ friends. ____ knows the union is important. ____ needs ____ attendance and opinions at meetings.
- ③ Irene and Mary work 2nd shift. ____ both have children. Each night, at break-time, ____ call home to check on the kids. ____ is hard to work at night with the children at home. ____ worry about ____ kids, but ____ need the money!
- ④ Joe went to ____ dentist last week. ____ had a check-up and a cleaning. ____ was not necessary for ____ to pay the bill because ____ has dental insurance at ____ shop.

Maria's Schedule

The floorlady brings Maria a new bundle. She reads the ticket. Sometimes she has a question for the floorlady if she doesn't understand. She might ask:

1. _____
2. _____
3. _____

If the needle breaks, she calls the mechanic. She says:

If there is a mistake in the bundle, she says:

At the end of the day, she might say:

1978 — August — 1978						
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	1	2	3	4 11:00 DENTIST (Paul)	5	6
Tina's First Communion	7	8	9	10	11	12
13	14	15	16 HAIRCUT 4:30	17	18	19
20	21	22	23	24 7:30 Union Meeting	25	26
27	28 Ana's Birthday Party	29	30	31		

* Look at this calendar page and answer these questions; writing any dates in 2 different ways.

- 1) When is Ana's birthday? _____
- 2) On 8/24/78 at 7:30, I have a _____.
- 3) What's the date of the family picnic? _____
- 4) Paul's appointment card says: Thurs, 8/4/78, 11:00 am.
What is the appointment for? _____
- 5) I'm having my hair cut on: _____

Pronouns - I, you, he, she, it,
We, You, They

1. Joe is working on the 1st floor. _____ is an extruding machine operator.
2. Maria is working at Columbia Cable. _____ is a blader.
3. Jose's job is fork-lift operator. _____ works 2nd shift.
4. João, Maria, and Fatima are in the union. _____ are members of the U.E.
5. Here at school, _____ are all studying English.
6. There at work, _____ are all working hard.
7. Columbia Cable has many floors and departments. _____ is a large factory.
8. _____ am the teacher of your class.
9. My name is Jose Nunes. _____ live in New Bedford and _____ work at Columbia Cable.
10. Look at those women, _____ are all piece workers.

Part 4
immigrant stories

Where are you from?
(what country?)



See: Wall maps

Talk About.

- Why did you come to the U.S.?
- When did you come?
- How did it feel at first?

Read:

Maria: I wish I never left
my country.

Ana: Why? It's better here!

Maria: No way. The Azores are more
beautiful.

Ana: So what? You can have a
better life here. More food,
nice clothes, better everything.

Maria: It's not a better life!
People are not friendly! They
don't help each other. Everyone
is in a big rush all the
time. You can't relax!

Ana: I love this country. I never
want to go back.

Maria: I dream about going back.

Talk About:

- What does Maria think?
 - What does Ana think?
 - Do they agree or disagree?
-

- Why does Maria like the Azores better?
 - Why does Ana like the U.S. better?
-

- How do you feel?

Name: _____

Date: _____

Fill in the correct verbs.

AURELIA:

I _____ to America in 1969.

At that time, I _____ 27 years old.

I _____ young, and I _____ two small children,
one six months, and another two years and a half.

My oldest one now, _____ going to _____ nineteen,
and my middle one _____ 15. And I _____ one here,

I _____ one American! He's nine years old.
I _____ three sons.

In Portugal, my husband _____ in an office. He _____ a good
job. He _____ in a high school as a clerk; he _____ attendance,
_____ out report cards, and _____ parents. In the beginning,
when we first _____ to America, he _____ very disappointed.
He'd _____ for about 15 years in an office, but when we _____
here, he _____ working as a cleaner at nights.
He _____ 10 hours a night, six days a week.

AURELIA:

He _____ a lot when he came to America.

I _____ America from the first day,
because all of my family and relatives _____ here.

We _____ to America because we _____ we could
_____ better here and _____ a better future for
our children.

JOE:

Now I _____ my job.

I keep quiet, I keep in my job.

I still don't _____ English good,

but I _____ very well.

is
had
have
was
worked
came
live
had
be
took
brought
liked
believed
like
speak
sent
called
started
missed
are
understand

Name: _____

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Date: _____

True or False? (T or F)

1. Aurelia came to America in 1980. _____
2. Aurelia has three daughters. _____
3. In Portugal, Aurelia had a job. _____
4. Aurelia does not have a husband. _____
- 5. Joe worked as a clerk in Portugal. _____
6. Joe worked as a clerk in the U.S. _____
7. Joe liked America right away. _____
8. Aurelia liked America right away. _____
9. Joe had no problems in America. _____
- 10. Aurelia had family in America. _____

FEELINGS

I feel good:

happy
excited
pleased
proud
calm
wonderful
satisfied
joyful
content
relaxed
energetic
silly
playful
positive

I feel bad:

sad
depressed
angry
disappointed
tired
worried
anxious
tense
bored
nervous
exhausted
worn-out
frustrated
pressured



He feels _____



She feels _____



She feels _____



He feels _____



She feels _____



She feels _____



She feels _____.



She feels _____.



He feels _____.



He feels _____.



76 She feels _____.

How do you feel? What can you say?

I feel	when	I can say
x: I feel upset	my boss yells at me	I'm working as hard as I can!

At Work

I feel happy when _____.

I feel sad when _____.

I feel angry when _____.

I feel depressed when _____.

● I feel nervous when _____.

I feel _____ when _____.

I feel _____ when _____.

Like / Want / Need

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I like _____

You like _____

He likes _____

She likes _____

We like _____

You like _____

they like _____

Do you like _____?

Does he like _____?

Do they like _____?

I want _____

You want _____

He wants _____

She wants _____

We want _____

You want _____

They want _____

Do you want _____?

I need _____

You need _____

He needs _____

She needs _____

We need _____

You need _____

They need _____

Do you need _____?

Make a collage

Look through magazines and newspapers. Cut out pictures of things you want, things you like, and things you need.

Paste them on a big sheet of paper.

Talk about the pictures.
Write about the pictures.

UNIT 2



Working

Unit 2

WORKING

See: Your First Job

for all work-related areas:
following directions, measuring,
grammar points

AND
Speaking up At Work

Jobs

What's Different?

There is
There are
There was
There were

Now, I work as a _____.

[illegible]

Write:

Look at the list that describe jobs in your country and jobs in the United States. Now, write a paragraph that explains the differences. Use examples and details.

paragraph: A group of sentences that all talk about the same idea. Look in the newspaper or any book or magazine. Look at how paragraphs are made and how they are shaped.

Write About:

Write about working
in your country. Compare
to working in the U.S.
Look at your chart for
ideas:

Spelling:

wrong:

corrected:

Ana's Jobs

In my country, I worked as a fish seller. I carried a basket of fish on my head. I walked around and yelled: "fresh fish!" People came out and bought my fish. I went home with a little money in my pocket. In the U.S. I work as a machine operator. I work inside. I don't see the sun. But I make more money. And I don't smell like fish!

1. Read the story.
2. Listen as your teacher reads it out loud.
3. Put the story away and write it as your teacher dictates it to you.
4. Correct your own paper.

Ana's Dream

In my country, I was a teacher. I loved my work. I prepared lessons. We read books and discussed them in class. I went to college to learn how to teach. But in the U.S., I work as a factory worker. My college degree can't help me, because my English is not very good. Now I try to study more English. My dream is to be a teacher again in this country.

1. What did Ana do in her country?

2. What would Ana like to do in the U.S?

3. What would you like to do?

João's Work

Fill in the blanks with any word that makes sense.

I work _____ a machine operator.
I work _____ a factory. Every _____ I
start work _____ 8:00 AM. I _____ in
on a time _____. At 12:00 I
punch _____ for my _____ break.

Sometimes I _____ to a restaurant
to _____. Most _____ the time, I
eat in the _____ at work.

I bring a sandwich, a piece of
_____ and I drink some
hot _____.

Then I go
_____ to my machine. I _____

about going _____. I like the
_____ best, because I don't
have to get _____ early.

My Job:

I am a _____

I operate a _____

① First, I _____

② Next, I _____

③ Then, I _____

④ _____

⑤ _____

When I am finished, my work goes to:

A comparison...

● My name is Tony and I live in Fairhaven. I came from the Azores 6 years ago with my family. I work at Kartex. I am a fork-lift operator. In Portugal, I worked on my brother-in-law's farm. I had to get up at 4 o'clock in the morning and walk to his farm. Here, I can sleep until 6:15 a.m. and drive to work in 15 minutes. After working 6 or 7 hours in the fields, we would stop and eat our lunch under a tree. At Kartex, I ● have a break at 9:15, lunch at 11:45, and my afternoon break at 1:30. The cafeteria is air conditioned and has 2 microwaves. I would work on the farm till 6:00 p.m. and then walk home. My shift at the shop ends at 3:30, but sometimes there is an hour of overtime.

1.) Tony works _____ hours at Kartex.
(shorter/longer)

● 2.) He had _____ break time on the farm.
(less/more)

3.) Here he can sleep _____ in the morning.
(earlier/later)

- 4.) The work he does at the shop is _____
than on the farm. (easier/harder)
- 5.) His work day is done _____ at Kartex.
(earlier/later)
- 6.) Tony's job is _____ in America than the
(better/worse) Azores.
- 7.) He has _____ time with his family.
(more/less)
- 8.) His life is _____ in the United States.
(better/worse)

* Compare your (job) here and there like Tony.

* Compare your (life) here and there, which do
you prefer?
- Why?

(There is, There are)

At my shop...

1. _____ no overtime on the 2nd shift.
2. In our cafeteria, _____ not enough tables
and chairs.
3. On the third floor, _____ boxes of material.
4. Can you tell me if _____ a union meeting
tonight?
5. In my section _____ plenty of open windows.
6. When _____ a broken part on my machine,
I call the mechanic.
7. _____ a bulletin board above the time clock
with all the job postings.
8. Our supervisor is always walking the floor
because _____ some workers not checking
their pieces.
9. The shop steward wants to know if _____
any grievances in our department.
10. We have a breakroom where _____ an area
for smokers.

Scavenger Hunt

Select a partner. Go out and find these things. Bring them to class.

1. A pine cone.
2. A gum wrapper.
3. A safety pin.
4. The telephone number of the New Bedford Police Station _____.
5. The price of a load of laundry (wash) at a laundramat. _____.
6. A piece of red thread.
7. A packet of sugar.
8. A paper bag.
9. The address of the Fall River Police Station. _____.
10. The telephone number of the Labor Education Center at S.M.U.

My Job - Like/ Don't Like

Read:

Doris: I don't like this job.
I have to work too fast
and I get tired.

Ana: I like my job. If I
work fast, I make more
money. I like the people
at work.

Doris: I like the people, but
I get bored. I feel
frustrated when my
machine breaks down!

Ana: I know what you
mean. But just get
Alice to sign your card.
Don't let it get to you.

New words:

Talk about

1. Does Doris like her job? _____

Why? _____

2. Does Ana like her job? _____

Why? _____

3. How does Doris feel when her machine breaks? _____

I LIKE · I DON'T LIKE

I work as a _____.

Like	Don't like
I like _____	I don't like _____
I like _____	_____
_____	I don't like _____
I like _____	_____
_____	I don't like _____

I would like _____

I would like _____

I like _____
because _____.

Look through some magazines. Cut out pictures of things you like. Tell why you like it. Make a collage.

Ex:

1. I like the ocean
because it is beautiful.

2. I like school
because I learn English.



PLANT MANAGER

In groups, ask 5 questions you want the plant manager to answer. One person can write the questions down:

1. _____
2. _____
3. _____
4. _____
5. _____

Your Manager's Story:

● Applications —

Matching:

- | | |
|-------------------------------|--------------------------------------|
| ___ 1. address | a. Durfee High |
| ___ 2. social security number | b. \$6.75 |
| ___ 3. employer | c. U. S. Army |
| ___ 4. hourly rate | d. 192 Foote Street |
| ___ 5. job title | e. speak/read Spanish and Portuguese |
| ___ 6. name | f. 039-37-5798 |
| ___ 7. high school | g. Kartex Company, Inc. |
| ___ 8. service branch | h. Alberto Lopes |
| ___ 9. reason for leaving | i. moved out of state |
| ___ 10. special skills | j. molder |
| ___ 11. zip code | k. 3 rd |
| ___ 12. shift preferred | l. 02781 |

Isabel's Interview -

Mr. James: Would you be interested in working 2nd shift?

Isabel: Yes, I _____ be interested.

Mr. James: Would you like to work any overtime?

Isabel: Yes, I _____.

Mr. James: Would you be available to start on Monday?

Isabel: Oh, yes, I _____ be happy to start this Monday!

Paula's Interview -

Mr. James: _____ you prefer 1st or 2nd shift?

Paula: I _____ prefer 1st shift.

Mr. James: Some Saturdays we work; _____ you be willing?

Paula: No, I'm sorry. I _____ not be able to work on Saturdays.

Mr. James: If we move across town, _____ you have any problem getting to work?

Paula: Yes, I _____ because I don't have a car and must walk to work each day.



HASBRO, Inc.
An Equal Opportunity Employer M/F/H/V

APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap. In addition, it is the intent of this company to hire only those individuals who are eligible to work in this country.

Date of Application _____

PERSONAL DATA

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Apartment Number P.O. Box Number

Telephone () _____ Social Security Number ____/____/____
Area Code

Position(s) applied for _____

Referral Source: ☐ Advertisement ☐ HASBRO Employee ☐ Walk-In ☐ Dept. of Employment Security
☐ Employment Agency ☐ Other _____

Are you 18 years of age or older? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☐ No If yes, give date _____

Have you ever been employed here before? ☐ Yes ☐ No If yes, give date _____

Are you employed now? ☐ Yes ☐ No May we contact your present employer? ☐ Yes ☐ No

Are you a U.S. citizen ☐ Yes ☐ NO (Proof of citizenship or immigration status will be required upon employment.)

☐ Lawful permanent resident alien ☐ Alien authorized to perform work in the U.S.

On what date would you be available for work _____

Are you available to work ☐ Full Time ☐ Part-Time ☐ Summer Shift Preferred _____

Can you travel if a job requires it? ☐ Yes ☐ No



HASBRO, Inc.
An Equal Opportunity Employer M/F/H/V

EDUCATION

	Elementary	High School	College/University	Graduate/ Professional
School Name				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Honors Received:				
Describe Specialized Training Apprenticeship, Skills and Extra-Curricular Activities				

State additional information you feel may be helpful to us in considering your application

LANGUAGE

1) _____ ☐ Speak ☐ Read ☐ Write 2) _____ ☐ Speak ☐ Read ☐ Write

Type ☐ Yes ☐ No WPM _____ Personal Computer ☐ Yes ☐ No
Dictaphone ☐ Yes ☐ No Steno ☐ Yes ☐ No WPM _____
Bookkeeping ☐ Yes ☐ No Calculator ☐ Yes ☐ No
Switchboard ☐ Yes ☐ No Model _____ Teletype ☐ Yes ☐ No Model _____
Word Processing ☐ Yes ☐ No CRT ☐ Yes ☐ No

MILITARY RECORD
Have you served in the U.S. Armed Forces? ☐ Yes ☐ No

Date entered _____ Branch _____

Date discharged _____

HASBRO, Inc.
An Equal Opportunity Employer M/F/H/V

List current or last employer first.

Employer	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
		Starting	Final	
Supervisor		\$	\$	
Reason for leaving				
Employer	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
		Starting	Final	
Supervisor		\$	\$	
Reason for leaving				
Employer	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
		Starting	Final	
Supervisor		\$	\$	
Reason for leaving				
Employer	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
		Starting	Final	
Supervisor		\$	\$	
Reason for leaving				

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

In the event of employment I understand that false or misleading information in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the company.

I agree that my employment and compensation can be terminated with or without cause, with or without notice, at any time, at the option of either the company or myself. I understand that no representative other than an officer of the company has any authority to enter into an agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

Signature of applicant _____ 107 _____ Date _____

HASBRO, INC.
INTERNAL EMPLOYMENT APPLICATION

Hasbro, Inc. adheres to a policy of non-discrimination toward any individual with respect to hiring, compensation, terms or conditions of employment because of the individual's race, color, religion, sex, national origin, age, ancestry, marital or veteran status, or the presence of a non-job related medical condition or handicap.

ELIGIBILITY: Applying within current department...6 months service in current position.
Applying to another department...1 year service in current position.

PRESENT STATUS

Employee Name _____		Home Telephone _____	
Building _____	Shift _____	Office Telephone _____	
Service Date _____		Clock No. _____	Supervisor _____
<u>CURRENT JOB TITLE</u>	From (Date)	Brief Description of Current Job:	
<u>DEPARTMENT</u>	Rate of Pay Start Present		

POSITION OF APPLICATION

Position applying for _____ Posting date _____
Location _____ Department _____ Cost Center# _____ Shift _____

Describe your skills, training, education, and/or other background that qualify you for this job. Include any equipment or technical training. (If needed, use back of form for additional writing space.)

Date _____

Employee Signature _____

FOR HUMAN RESOURCES USE ONLY

Interview Date: _____	Interview Date: _____	Selected: ☐ Yes ☐ No
By: _____	By: _____	Notified (date): _____
Comments: _____	Comments: _____	How: _____
_____	_____	By: _____
_____	_____	

Transfer Date: _____ Cost Center: _____ Shift: _____ Rate: _____
Job Title: _____ Supervisor: _____ Salary Grade: _____ Next Increase: _____

EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9)

1. EMPLOYEE INFORMATION AND VERIFICATION: (To be completed and signed by employee.)

Name: (Print or Type) Last	First	Middle	Birth Name
Address: Street Name and Number	City	State	ZIP Code
Date of Birth (Month/Day Year)	Social Security Number		

I attest, under penalty of perjury, that I am (check a box):

- ☐ 1. A citizen or national of the United States.
- ☐ 2. An alien lawfully admitted for permanent residence (Alien Number A _____).
- ☐ 3. An alien authorized by the Immigration and Naturalization Service to work in the United States (Alien Number A _____ or Admission Number _____, expiration of employment authorization, if any _____).

I attest, under penalty of perjury, the documents that I have presented as evidence of identity and employment eligibility are genuine and relate to me. I am aware that federal law provides for imprisonment and/or fine for any false statements or use of false documents in connection with this certificate.

Signature	Date (Month/Day/Year)
-----------	-----------------------

PREPARER TRANSLATOR CERTIFICATION (To be completed if prepared by person other than the employee. I attest, under penalty of perjury, that the above was prepared by me at the request of the named individual and is based on all information of which I have any knowledge.)

Signature	Name (Print or Type)
Address (Street Name and Number)	City State Zip Code

2. EMPLOYER REVIEW AND VERIFICATION: (To be completed and signed by employer.)

Instructions:

Examine one document from List A and check the appropriate box. OR examine one document from List B and one from List C and check the appropriate boxes. Provide the Document Identification Number and Expiration Date for the document checked.

List A Documents that Establish Identity and Employment Eligibility

- ☐ 1. United States Passport
- ☐ 2. Certificate of United States Citizenship
- ☐ 3. Certificate of Naturalization
- ☐ 4. Unexpired foreign passport with attached Employment Authorization
- ☐ 5. Alien Registration Card with photograph

Document Identification

Expiration Date (if any)

List B Documents that Establish Identity

- ☐ 1. A State-issued driver's license or a State-issued I.D. card with a photograph, or information, including name, sex, date of birth, height, weight, and color of eyes. (Specify State) _____
- ☐ 2. U.S. Military Card
- ☐ 3. Other (Specify document and issuing authority) _____

Document Identification

Expiration Date (if any)

List C Documents that Establish Employment Eligibility

- ☐ 1. Original Social Security Number Card (other than a card stating it is not valid for employment)
- ☐ 2. A birth certificate issued by State, county, or municipal authority bearing a seal or other certification
- ☐ 3. Unexpired INS Employment Authorization Specify form _____

Document Identification

Expiration Date (if any)

CERTIFICATION: I attest, under penalty of perjury, that I have examined the documents presented by the above individual, that they appear to be genuine and to relate to the individual named, and that the individual, to the best of my knowledge, is eligible to work in the United States.

Signature	Name (Print or Type)	Title
Employer Name	Address	Date

HASBRO BRADLEY, INC.

REPORT OF MEDICAL HISTORY

Last Name, First Name, Middle Name		Date of Birth	
Home Address (No., Street, City or Town, State, Zip Code)			Home Phone
Social Security Number		Clock Number	
Occupation	Department	Shift	
In Case of Accident, Please Notify:			Phone
Relationship	M S D W	Number of Children	

HAVE YOU EVER (Please check each item) (Explain YES answers on back)		DO YOU (Please check each item)	
(Check each item)	YES NO	(Check each item)	YES NO
Lived with anyone who had tuberculosis		Wear glasses or contact lenses	
Coughed up blood		Have vision in both eyes	
Bled excessively after injury or tooth extraction		Wear a hearing aid	
		Stutter or stammer habitually	
		Wear a brace or back support	

2. HAVE YOU EVER HAD OR HAVE YOU NOW (Please check at left of each item)			
(Check each item)	YES	NO	DON'T KNOW
Cramps in your legs			
Rheumatic fever			
Frequent indigestion			
Swollen or painful joints			
Stomach, liver, or intestinal trouble			
Frequent or severe headache			
Gall bladder trouble or gallstones			
Dizziness or fainting spells			
Jaundice or hepatitis			
Eye trouble			
Allergic reaction to serum, drug, or medicine			
Ear, nose or throat trouble			
Broken bones			
Hearing loss			
Tumor, growth, cyst, cancer			
Chronic or frequent colds			
Rupture hernia			
Severe tooth or gum trouble			
Frequent or painful urination			
Sinusitis			
Kidney stone or blood in urine			
Hay fever			
Sugar or albumin in urine			
Head injury			
Tuberculosis			
Recent gain or loss of weight			
Arthritis, Rheumatism, or Bursitis			
Pain or pressure in chest			
Bone, joint or other deformity			
Chronic cough			
Lameness			
Palpitation or pounding heart			
Loss of finger or toe			
Heart trouble			
Painful or "tuck" shoulder or elbow			
High or low blood pressure			
Recurrent back pain			

3. CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED YES MUST BE FULLY EXPLAINED ON BACK OF THIS FORM			
1. Have you ever been refused employment or been unable to hold a job or stay in school because of: A. Sensitivity to chemicals, dust, sunlight, etc. B. Inability to perform certain motions. C. Other medical reasons (If yes, give reasons.)	YES	NO	5. Have you ever been a patient in any type of hospital? (If yes, specify when, where, why and name of doctor and complete address of hospital.)
2. Have you ever been treated for a mental condition? (If yes, specify when, where, and give details.)			6. Have you ever had any illness or injury other than those already noted? (If yes, specify when, where, and give details.)
3. Have you ever been denied life insurance? (If yes, state reason and give details.)			7. Have you consulted or been treated by clinics, physicians, healers, or other practitioners within the past 5 years for other than minor illnesses? (If yes, give complete address of doctor, hospital, clinic, and details.)
4. Have you had, or have you been advised to have, any operations? (If yes, describe and give age at which occurred.)			8. Have you ever received, is there pending, or have you applied for pension or compensation for existing disability? (If yes, specify what kind, granted by whom, and what amount, when, why.)

I certify that I have reviewed the foregoing information supplied by me and that it is true and complete to the best of my knowledge. I authorize any of the doctors, hospitals, or clinics mentioned above to furnish Hasbro Bradley, Inc. a complete transcript of my medical record for purposes of processing my application for the employment or service. I am aware that any deliberate falsification on the foregoing is grounds for immediate termination.	
SIGNATURE (employee)	SIGNATURE (occupational nurse)

Job chart

Name	Job Title	Machine	Duties	Would Like To Be
Maria	General Assembler	Hands	Puts safety caps on plugs	A Nurse
John	Machine operator	Artos Cutting Machine	Cuts wire Ties wires together	A Mechanic
Ana	Stitcher	Juki Sewing machine	stitches pockets	A Teacher
Manny	Presser	Pressing Machine	Presses finished garments	Race Car Driver

● Read the Chart.
Answer the Questions

1. Who is a General Assembler?

2. Who operates a Pressing Machine?

3. Who would like to be a Teacher?

● 4. What does Ana do at work?

5. What does John do?

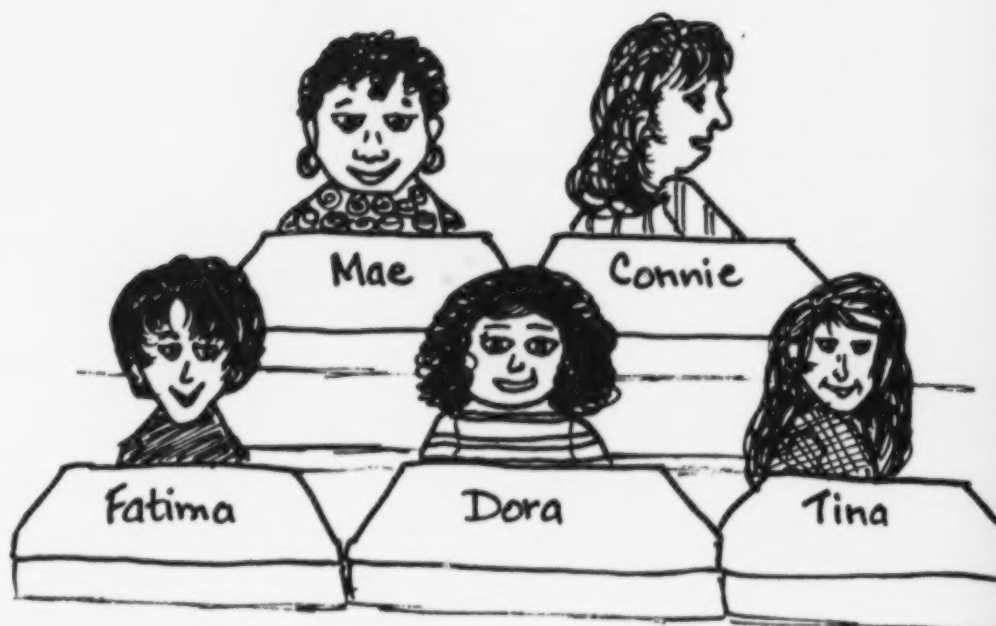
6. Who would like to be a Race
Car Driver?

JOB CHART

See pages 3, 4
Your First
Job

[illegible]

next to
 beside
 between
 behind
 in back of
 in front of
 on the right
 on the left



1. Connie sits _____ of Mae.
 2. I'm Dora, I work _____ Fatima and Tina.
 3. My name is Tina, _____ sits next to me.
 4. You can see _____ behind Fatima.
 5. Mae works _____ Connie.
 6. Who is that in front of Connie? _____
 7. Who works beside Dora? _____
 8. Which worker is behind Fatima? _____
 9. Where does Mae sit? _____
 10. Where does Dora work? _____
- * At your job, who sits near you? Where?

At Work



This is
you



Who sits in front of you? _____

Who sits in back of you? _____

Who sits beside you?

right side _____

left side _____

(There isn't , There aren't)

● On my shift...

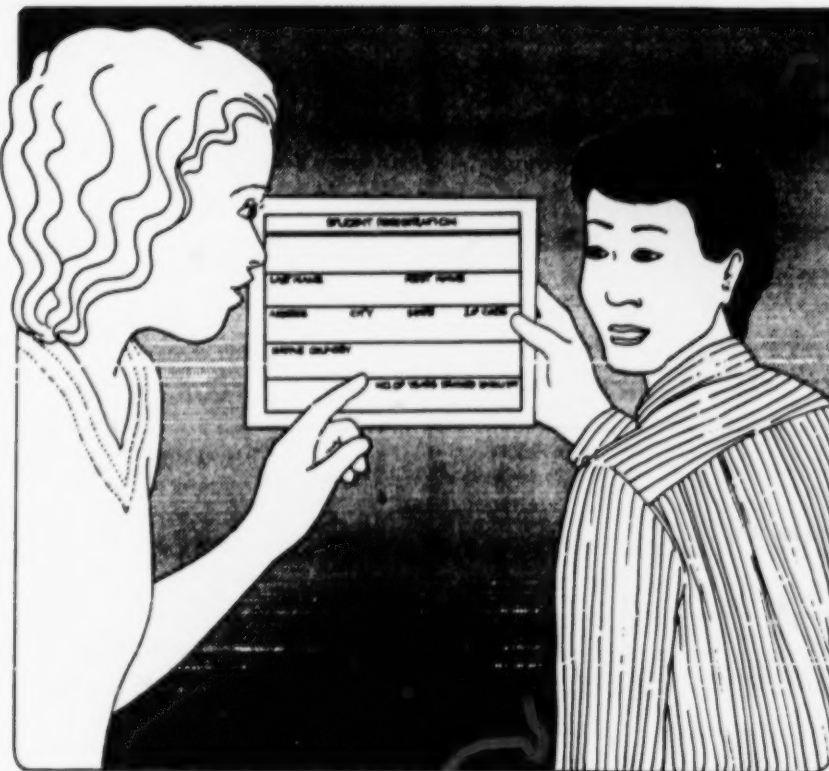
1. _____ many people who speak English.
- 2. All of the machine operators in my section are Portuguese; _____ anyone I can talk to in English.
- 3. I go to English classes twice a week; but my friend Alda doesn't come because she says _____ any need for her to learn English.
- 4. In New Bedford, _____ any places she goes and needs to speak English.
5. When Alda goes to the Mall, _____ a problem because her daughter speaks English very well.
6. Jose works near me and says _____ enough hours in the day to work, eat, sleep, and go to school.
- 7. He wonders why _____ a class here at work during lunch.
- 8. I asked our supervisor about having English classes here but he said _____ any money to pay for a teacher.
- 9. Jose thinks _____ classes here because of the union.

10. He says if _____ union support, we will never have English classes.
11. We will go to next month's union meeting if _____ a meeting sooner.
12. Usually from our shift, _____ any machine operators at the meetings from my section; but next time - there will be 2!

Using What You've Learned

At work this week, try to greet someone in English every day. Ask the person who he is or how his family or work is. Tell your class whom you spoke to and what you said.

Asking for Clarification



Conversation

The teacher is helping Shoua fill out the registration card for his evening class.

Teacher: On the first line, I want you to print your last name and then your first name.

Shoua: Last name, first name?

Teacher: Right. On the second line, I want your street address, city, state, and zip code.

Shoua: Could you repeat line two again?

Teacher: Sure. Write your address, city, state, and zip code.

Shoua: Okay.

Teacher: On the third line, write your native country.

Shoua: I'm sorry. I don't understand that.

3. Checking that you understand

- Write your last name and then your first name.
- Last name, first name?
- Right.
- Turn to Unit 1, Section Three.
- Section Three?
- Right.

Practice

Practice conversations like the ones above.

Example:

- Write your address and your zip code.
- Address and zip code?
- Right.

1. Turn to page 165.
2. Write the date in the top right hand corner.
3. Open your book to Unit 1, Section Three.
4. Write your first name and then your last name.
5. My zip code is 55102.

4. Confirming understanding

-
- | | |
|---|--|
| <ul style="list-style-type: none">■ Do you understand?
get it? | <ul style="list-style-type: none">□ Yes, I do.
understand.No, I don't.
don't get it.
don't understand. |
| <ul style="list-style-type: none">■ Do you have any questions?
Any questions? | <ul style="list-style-type: none">□ No, I don't.
no questions.
I understand.
I get it.Yes, I do.
have a question.
have a few questions. |

Teacher: I want to know where you are from.

Shoua: Oh, I see.

Teacher: Good. Now on line four, put how many years you've studied English.

Do you understand that?

Shoua: Yes, I understand. I studied three months in Thailand and one year in the States.

Teacher: Well, that's it.

Shoua: (completes registration card and shows it to teacher) Is this correct?

Teacher: Yes, it's fine.

Write T for true or F for false.

- _____ 1. Shoua understands everything.
- _____ 2. Shoua asks questions when he doesn't understand.
- _____ 3. Shoua's teacher is happy to explain things to him.
- _____ 4. Shoua didn't understand the words *native country*.

Useful Expressions

1. Asking to have instructions repeated

■ Please repeat that.

I'm sorry. I don't understand that.

Could you please	say that more slowly?
	explain <i>native country</i> ?

2. Saying that you understand

■ Okay.

(Okay.) Now I understand.

Oh, I see.

Practice

Practice getting something repeated and then tell your partner that you understand. Substitute a new word each time.

Example: *name*

■ Write your *name*.

□ Could you repeat that?

■ Write your *name*.

□ Okay.

1. first name

2. city and state

3. address

4. zip code

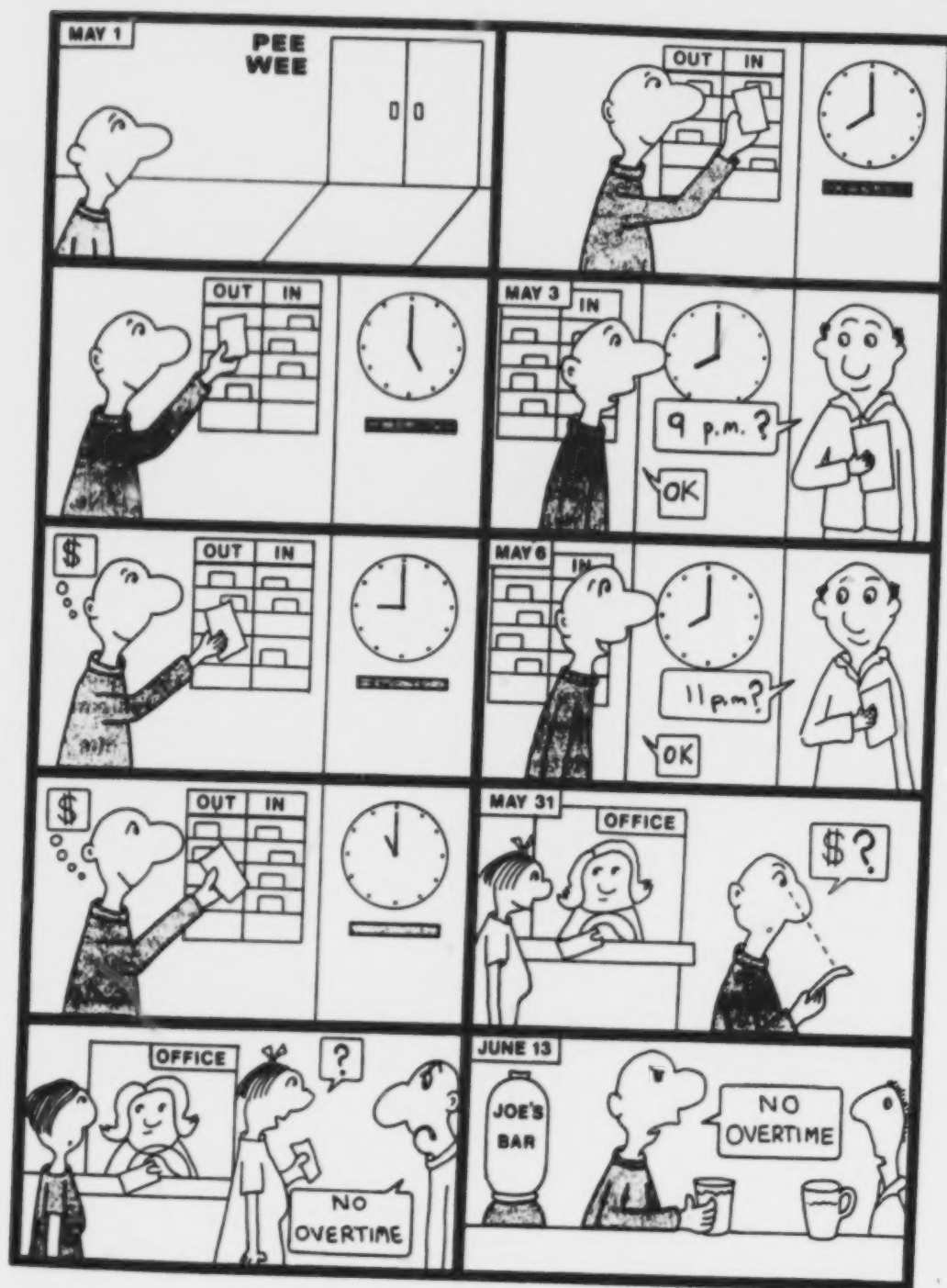
Asking for Clarification

See : Speaking Up At Work
page 43, 44, 45, 46

Time Clocks

Speaking Up At Work
page 33 - 37

PAYDAY



1. Tell the story out loud.
2. Write one sentence for each picture.
3. Scramble and resequence.

from WORKSITE
© Fred Ligon

Understanding Paychecks

Paychecks

In this unit, you will learn how to read and understand your paycheck. You will also learn to check your paycheck for mistakes.

Paychecks and pay stubs: This is a paycheck and a pay stub. Before you cash your check, you should always check your pay stub to make sure that your pay is correct.

MERRILL, INC.					No. 5283	
April 26, 1985						
Pay to the Order of					\$ 391.77	
Ann Johnson						
Three Hundred Ninety-one and 77/100						
<i>Virginia Merrill</i>						
1:9003891:317001:220:9						
NAME: ANN JOHNSON						
Regular Hours	Overtime Hours	Regular Pay	Overtime Pay	Gross Pay	Period Ending	
80	15	400.00	112.50	512.50	4/27/85	
Deductions This Pay Period						
Fed. With. Tax	F.I.C.A.	State Tax	Insurance	Union Dues		
45.92	33.50	28.81	12.50	00.00		
Gross Pay	Net Pay					
512.50	391.77					
Gross Pay	Fed. Tax	F.I.C.A.	State Tax	Insurance	Union Dues	
2850.00	202.92	187.60	124.79	50.00	00.00	
Earnings This Pay Period		Year-To-Date Totals				

- A. Jim worked 35 hours this week. He is paid \$7.50 an hour.

The following deductions were made on his check:

federal tax	\$23.50
state tax	\$15.00
F.I.C.A.	\$11.00

1. What was Jim's gross pay? _____
2. What were his total deductions? _____
3. What was his take-home pay? _____

- B. Kay worked 40 hours this week at \$9 an hour. She worked 8 hours overtime at \$13.50 an hour. The following deductions were made on her check:

federal tax	\$46.50
state tax	\$28.16
F.I.C.A.	\$21.20
insurance	\$12.00

1. What is Kay's regular pay? _____
2. What is Kay's overtime pay? _____
3. What is Kay's gross pay? _____
4. What are Kay's total deductions? _____
5. What is Kay's take-home pay? _____

Using What You've Learned

Look at one of your own pay stubs and answer as many of the following questions as you can. If you are not working, ask a family member or friend for a pay stub. If you don't have one, your teacher will give you one to work with.

1. What pay period is this check for? _____
2. Did you work overtime during this pay period? _____
3. Does your pay stub tell you how many hours you worked? _____

4. What was your gross pay for this pay period? _____
5. How much was deducted for Social Security for this pay period? _____

6. How much was deducted for federal and state taxes? _____

Pay Period End			Employee Number	Dept.	Hours Worked	Overtime Hours	Base Pay	Overtime Pay
Mo	Day	Yr	3824	6	80 : 0	6 : 0	360 : 00	40 : 50
02	28	85						
			Gross Earnings	Federal Withhold. Tax	State Tax	F.I.C.A.	Insur.	Union Dues
Week			400 : 50	31 : 50	19 : 84	26 : 80	0 : 0	12 : 00
Year			1300 : 00	88 : 00	53 : 62	87 : 10	0 : 0	24 : 00
KEEP THIS STUB It is a record of your earnings. SIDNEY'S A-1 SERVICE								

- How many regular hours did this person work? _____
- What was his regular pay? _____
- What was his overtime pay? _____
- What was his gross pay? _____
- How much did he pay in federal and state taxes? _____
- How much was deducted for insurance? _____
- What was his take-home pay this paycheck? _____
- What was the last day of the pay period? _____
- How much has he paid in Social Security this year? _____

- How much has he earned so far this year before taxes? _____

Practice 3

Finding mistakes on your paycheck: Study the formulas below and then do the problems.

regular pay = regular hours × regular hourly pay

overtime pay = overtime hours × overtime hourly pay

gross pay = regular pay + overtime pay

take-home pay = gross pay - deductions

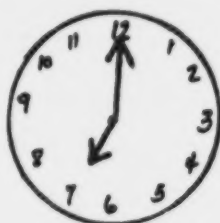
Time:

(1.)

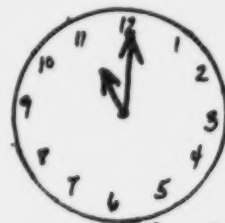
a.m. — from 12 midnight to 12 noon.
p.m. — from 12 noon to 12 midnight.



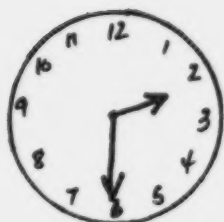
3 o'clock
(3:00)



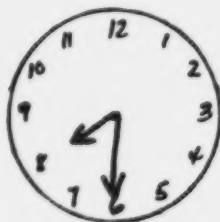
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(7:00)



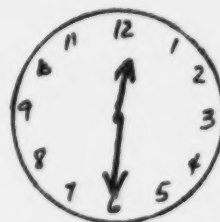
11 o'clock
(11:00)



2 thirty
(2:30)



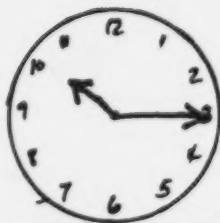
8 thirty
(8:30)



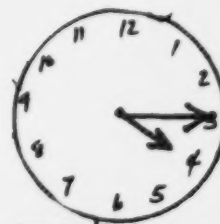
12 thirty
(12:30)



quarter past 1
(1:15)



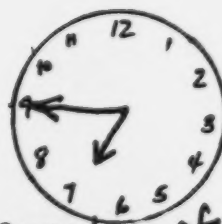
quarter past 10
(10:15)



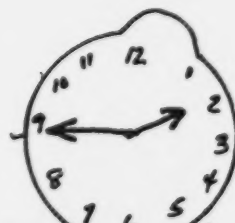
quarter past 4
(4:15)



quarter of 5
(4:45)



quarter of 7
(6:45)



quarter of 2
(1:45)

What time is it?

(2.)

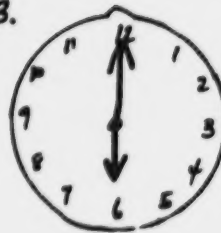
1.



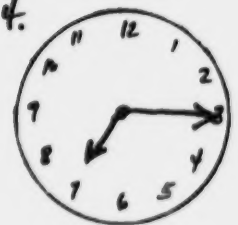
2.



3.



4.



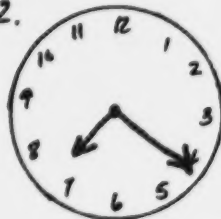
There are 60 minutes in an hour;
(5 minutes between each number on the clock).

- What time is it? -

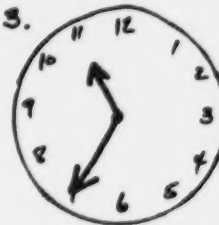
1.



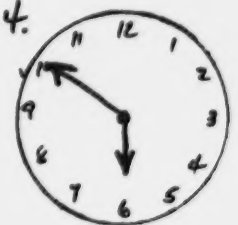
2.



3.

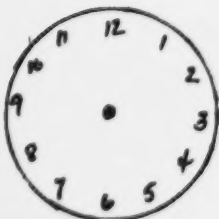


4.



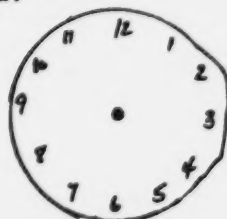
Show me...

1.



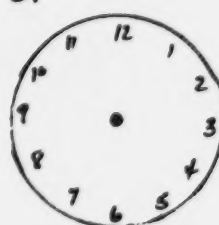
(9:25)

2.



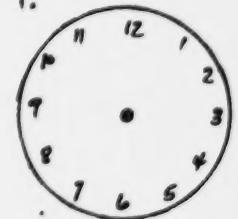
(3:40)

3.



(11:10)

4.



(2:55)

Your Paycheck:

Roy works in the Shipping Department on the 1st shift. He usually works from 7:00 a.m. to 3:30 p.m. with a half hour lunch break. He earns \$6.⁰⁰/hour with time and a half for any overtime. He gets 9 paid holidays, including Labor Day, and 2 weeks paid vacation.

Here are his hours from a recent week:

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	
IN:	Labor	7:00 a.m.	7:00 a.m.	7:00 a.m.	7:30 a.m.	9:00 a.m.	
OUT:		11:30 a.m.	11:30 a.m.	11:30 a.m.	12:00 p.m.	11:30 a.m.	
IN:	Day	12:00 p.m.	12:00 p.m.	12:00 p.m.	12:30 p.m.		
OUT:		3:30 p.m.	4:00 p.m.	4:30 p.m.	4:00 p.m.		

1. How many hours did he actually work? _____
2. How many hours should he be paid for? _____
3. How many overtime hours did he have? _____

4. How much did he earn this week? _____

5. How many hours/week do you usually work? _____

6. Do you sometimes work overtime?

7. How often and how much overtime do you get?

8. Do you check your pay? How?

Contractions:

 <u>Supervisor</u>	 <u>Pat</u>
- Do you like your new machine?	- No.
- Can you work any faster now?	- No.
- Will you work this Saturday?	- No.

● Fill in the blanks using: can't, won't, don't.

- 1.) Pat _____ work any faster on her new machine.
- 2.) She _____ work on Saturday.
- 3.) Pat tells the supervisor, "I _____ like this machine!"
- 4.) She _____ be happy at work now.
- 5.) She _____ quit because she needs the money.
- 6.) Her husband Joe talks to her in the cafeteria.
"You _____ look happy."
- 7.) "I _____ work on that new machine."
- 8.) "Why don't you talk to your boss — but
_____ get upset! It _____ help..."

Read:

Maria works in a factory. She does piece work. John is her supervisor.

John: Maria, where were you?
You were gone for 7 minutes.

Maria: John, I was in the bathroom.

John: Maria, you just went 15 minutes ago. You were gone too long! I'm checking my watch.

Maria: John, I'll get my work done. Don't worry.

Talk
about

1. What happened?
2. What's the problem?
3. What should Maria do?
4. What should John do?
5. Does this happen to many workers?
6. What should they do? 132

Problems!

Your machine broke down.
What can you say?



It's too hot.
What can you say?



Your pay is wrong.
What can you say?

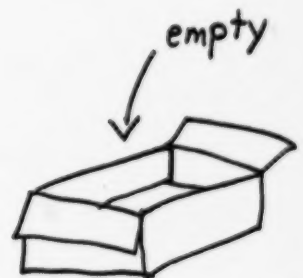


You don't understand someone.
What can you say?



You need to leave work early.
What can you say?

You need more work.
What can you say?



Write

Write a short note
to your foreman. Explain
that you need to leave
work early.

Piece work Problems

Alma: Doris, these are
bladed wrong. They
won't fit in the
machine right. Can you
sign my card for a
special rate?

Doris: Let me see. These look
O.K. to me.

Alma: It's slowing my work
down too much!

Doris: Try it again.

-
1. What's happening?
 2. What's the problem?
 3. What should Doris do?
 4. What should Alma do?
 5. What are some problems you have
at work?

Piecework Problems

what's the problem?	Who can you talk to?	What can you say?	What is the solution?
---------------------	----------------------	-------------------	-----------------------

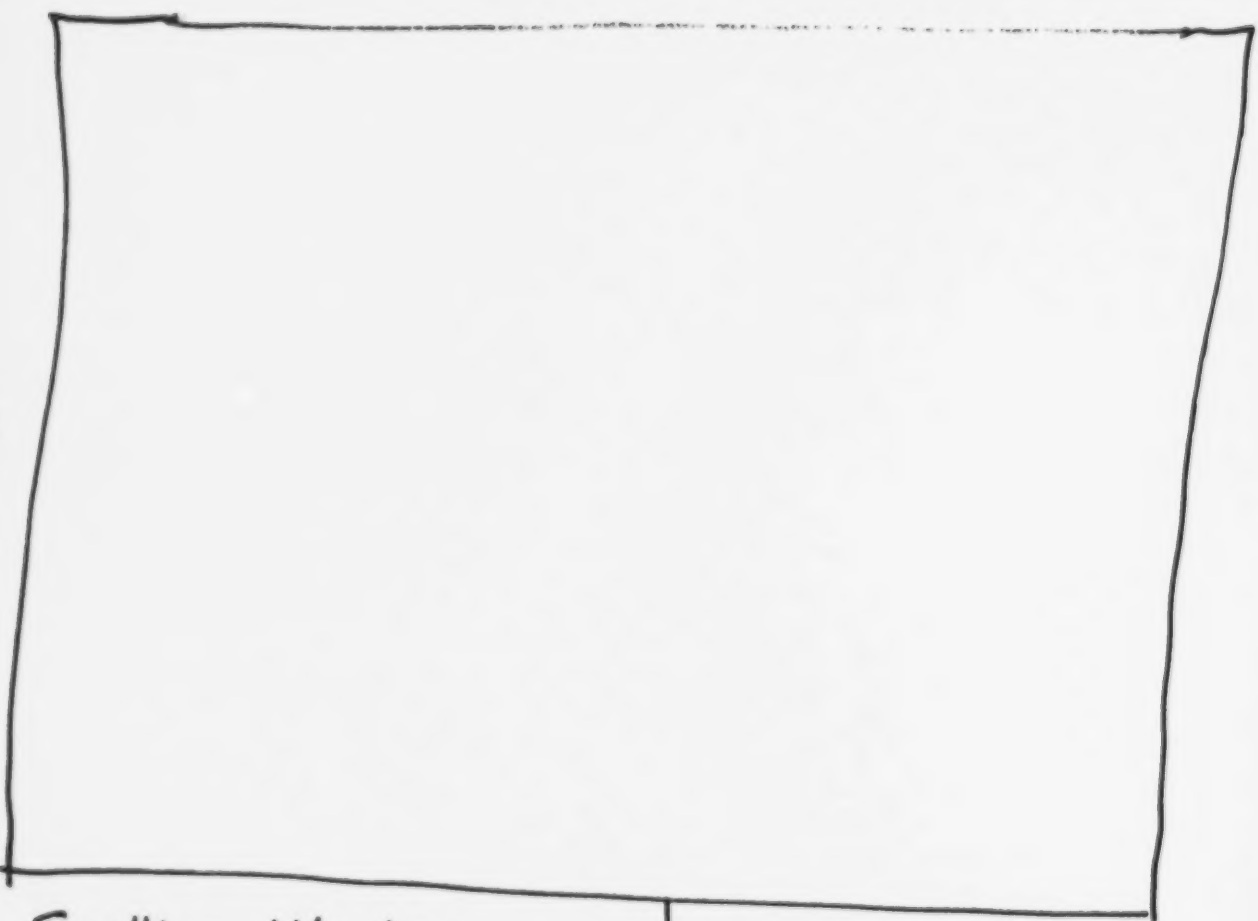
The machine keeps jamming			
------------------------------	--	--	--

TALK ABOUT:

Problems at work.

Write

Write a note to your supervisor. Explain a problem.



Spelling Words:

wrong:

correct:

- Role plays
- Stories

Act it Out : Speaking Up at Work

1. You are in the cafeteria at work on lunch break. There is a new worker at your table. She looks lonely. Start a conversation with her.

2. You are walking to the bus stop to go to work. Your teacher sees you and stops you to chat. You are happy to talk, but you are nervous about missing the bus. Tell her you must go.

3. Your boss thinks you made a mistake at work. She starts to talk to you and talks for a long time. You want to explain what happened. Interrupt your boss to explain.

4. You need to leave work early to go to the doctor. Explain to your supervisor.

5. You start a new job. The rate seems too low. Talk to your supervisor.

6. Your supervisor doesn't want to give you a better rate. Talk to your steward.

7. You see your boss in the hallway on your way out of work. (It is the "Big Boss.") He says "hello" to you and asks: "How's it going?" Talk to him.

8. The worker beside you keeps bothering you. He makes comments that you don't like. Talk to him.

9. Your supervisor is explaining a new job to you. She is talking too fast. You can't follow her directions. Ask her to repeat so you understand.

10. You want to look at your contract. Talk to your steward.

11. You think there should be some changes at work. Talk to your steward about your ideas.

12. You go to a union meeting. Your local president is talking about the new contract negotiations. You have some ideas. Speak up at the meeting.

New Words

Piecework

Massachusetts Law: You must get time and a half for your piece-rate for each piece you do on overtime hours.

OR

You must get 50% of your average hourly rate for each hour of overtime:

Ex: Alice worked 45 hours in one week. She made \$252.00
Her average rate was
5.60 /hr ($252 \div 45$).

Her pay: \$252 in piecework
Overtime: 50% of 5.60/hr =
\$2.80 /hr.

5 hours overtime = 14.00
(5×2.80)

Total:

	252.00
+	14.00
	266.00

Teresa's Problem

Teresa seemed very nervous at work. She was anxious to get home. She did not want to work overtime. Something was wrong. Her friend asked her:

- Teresa, what's the matter?

Teresa said:

- I'm worried about my kids. They're home for one hour alone until I get home. Every day I worry. My husband has to go to work for second shift before I get home.

Her friend said:

- Teresa! What are you going to do?

1. How did Teresa feel?
 2. Why?
 3. What could Teresa do?
-

List some things Teresa could do:

1. _____
2. _____
3. _____
4. _____

Write:

Write a letter to Teresa.
Tell her what you think.

Feelings

Ana: I feel upset when
the boss yells at me.

Teresa: Me, too. I work as hard
as I can.

Ana: I work hard, too. It's not
my fault if business is bad.
He doesn't have to take it
out on me.

Teresa: Right.

-
1. How does Ana feel?
 2. What can she say to her boss?
 3. Do you ever feel this way?
 4. What can you say to your boss?

How do you feel?

1. Maria is working short shifts. She is not making enough money.
She feels _____

2. João has many bills to pay. His car broke down. His mortgage is due.
He feels _____

3. Fatima is getting ready to visit her country. She will see her family and friends soon. She feels _____.

4. Ana completed her G.E.D. class. She passed her test. She feels
Very _____.

5. Manny's boss yelled at him for a mistake at work. He feels
_____.

UNIT 3

Belonging to a Union

&

Your Rights on the Job

THE WORD "UNION"

DISCUSS:

- What does the word union mean?
- What does it make you think of?
- What kind of unions can you think of?
- Does union cause you to think of unity (solidarity) or corruption?

LOOK UP:

- Look up the word in a dictionary. What does the word mean?
Work with a partner.

- Many words begin with "uni". For example, universe, unity.
How many words can you find that start with "uni"? What do they mean?

uni _____

uni _____

uni _____

uni _____

uni _____

uni _____

uni _____

uni _____

uni _____

uni _____

IN YOUR COUNTRY**Discuss**

- Did you have unions in your country?
- Were you in a union in your country?
- How are unions in your country like unions in the US?
How are they different?

UNION IN MY COUNTRY	UNION IN UNITED STATES

WRITE

Write about the differences between unions in your country and United States. Look at the chart for ideas.

DISCUSS

4

- * What is the difference between a union and non-union shop?

RESEARCH

- * Talk to some workers in a non-union shop (your friends, family, etc.) to find differences.

UNION	NON-UNION
Example: There is <u>a contract</u>	There is <u>no contract</u>
There is _____	There is _____
There is _____	There is _____
There is _____	There is _____
There are _____	There are _____
There are _____	There are _____
There are _____	There are _____

WRITE

Write about the differences between unions in your country and United States. Look at the chart for ideas.

READ*** Work with a partner**

- * Read your paper out loud to your partner.
- * Listen to your partner read her paper out loud .
- * Exchange papers. Read each other's paper silently.
- * Answer the questions.

1. Does your partner think union or non-union shops are better?

2. What reasons does your partner give?

3. Does your partner agree with you or disagree?

Weekly Earnings 1985

	UNION	NON- UNION
All workers 16 years and older	\$423	\$315
Machine operators, assemblers and inspectors	\$377	\$244
Administrative support, including clerical	\$383	\$272
Men	\$465	\$383
Women	\$350	\$262
Blacks	\$359	\$246
Hispanics	\$364	\$245
Service employees	\$328	\$195
Precision production, craft repair	\$499	\$349
Technical and related support	\$444	\$391

SOURCE: U.S. Dept. of Labor Employment and Earnings, January 1986.

To earn: To make (money)
Earnings: Salary, Wages
high higher highest

look at the chart:

1. Who has higher earnings- union or non-union? _____

2. Who has the highest earnings? _____
3. Who has higher earnings men or women? _____
4. How much more do all workers 16 years and older make if they belong to a union?

5. How much more do Hispanics make than Blacks in Union jobs? _____

WHAT HAPPENS TO YOUR



DUES DOLLAR?

Before you read, ask
some questions you have
about your dues:

1.

2.

3.

4.

5.

6.

DUES

How much do you pay for union dues in one week? _____

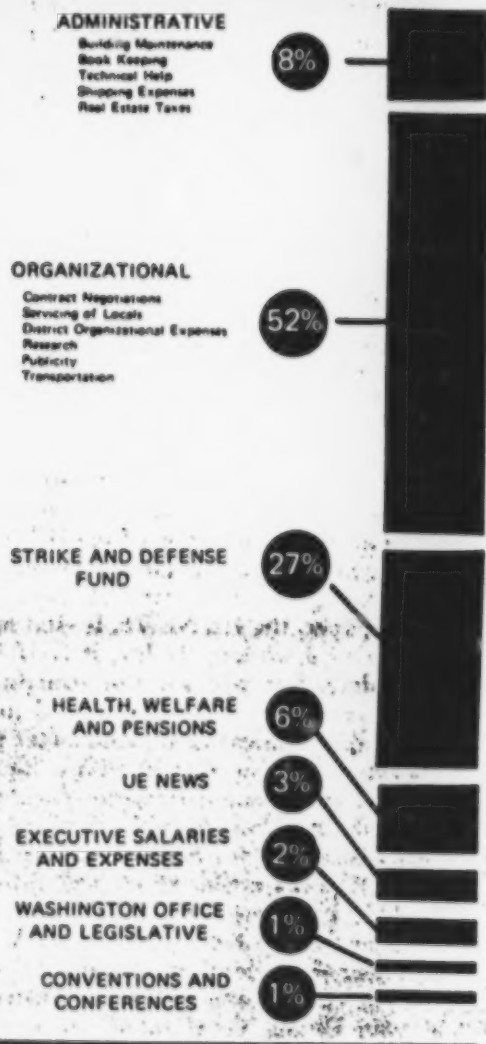
How much for one year? _____

Why do you pay dues?

Where does your money for union dues go?

READ AND ANSWER

HOW THE UE INTERNATIONAL OFFICE INCOME IS USED



UNITED ELECTRICAL, RADIO AND MACHINE
WORKERS OF AMERICA (UE)

11 East 51 Street

UE Pub. 396-R-E-12/77

New York, N. Y. 10022

PRINTED IN U.S.A.

1. Where does most of the money go?

2. What is the second biggest expense?

3. What questions could you ask your

Steward or President?

YOUR UNION

United Electrical, Radio and Machine Workers of America



52 UNION STREET — NEW BEDFORD, MASSACHUSETTS 02740
Telephone 993-2828

1. What is the name of this union? _____
2. What is the number of the local? _____
3. What does "local" mean? _____
4. What is the address? _____
5. What is the phone number? _____

Name : _____

Address : _____

What is the name of your union? _____

What is the number of your local ? _____

Who is the local president? _____

Who is your Chief Steward? _____

Who is your Department Steward? _____

When are the union Meetings? _____

What does the union do? _____

When is the next union meeting? _____

YOUR CHIEF STEWARD

In your group, ask five questions you would like your Chief Steward to answer. One person can write the questions.

1. _____

2. _____

3. _____

4. _____

5. _____

YOUR STEWARD'S STORY

Here is your Chief Steward's story answering your questions about what he does for the union:

PRESIDENT

Ask questions you would like your local president to answer.

1. _____

2. _____

3. _____

4. _____

5. _____

Question Words: Who? What? Where? Why? When? How?

YOUR PRESIDENT'S STORY

Here is your president's story answering your questions about what she does for the union:

WHAT DO YOU LIKE ABOUT YOUR UNION?

WHAT DON'T YOU LIKE ABOUT YOUR UNION?

I like _____

because _____

I don't like _____

because _____

I like _____

because _____

I don't like _____

because _____

I like _____

because _____

I don't like _____

because _____

DISCUSS

Do you think there should be changes in your union?
What are they?

1. _____

2. _____

3. _____

4. _____

Suggestion:

Invite your Shop Steward or Union President in to class. Talk about the changes.

Go to a union meeting with suggestions. Report back to your class.

WRITE

Write a letter to your union president or shop steward. Make suggestions for improving the union.

Você não tem razão para se queixar.

You have no right

to gripe...



Se não usar o seu direito de FALAR!

...if you don't use your right to **speak!**

Reunião
da Local
do Sindicato

Local
Union
Meeting

UNITED ELECTRICAL RADIO & MACHINE WORKERS OF AMERICA

The flyer (leaflet) says:

You have no right to gripe if you don't use your right to speak!

Voce nao tem razao para se queixar se nao o seu direito de falar!

1. What does gripe mean? _____

2. What does the flyer mean?

3. When can workers speak up about their concerns?

YOUR CONTRACT

YOUR RIGHTS, YOUR CONTRACT

Talk about these words. Then match the word with the meaning.

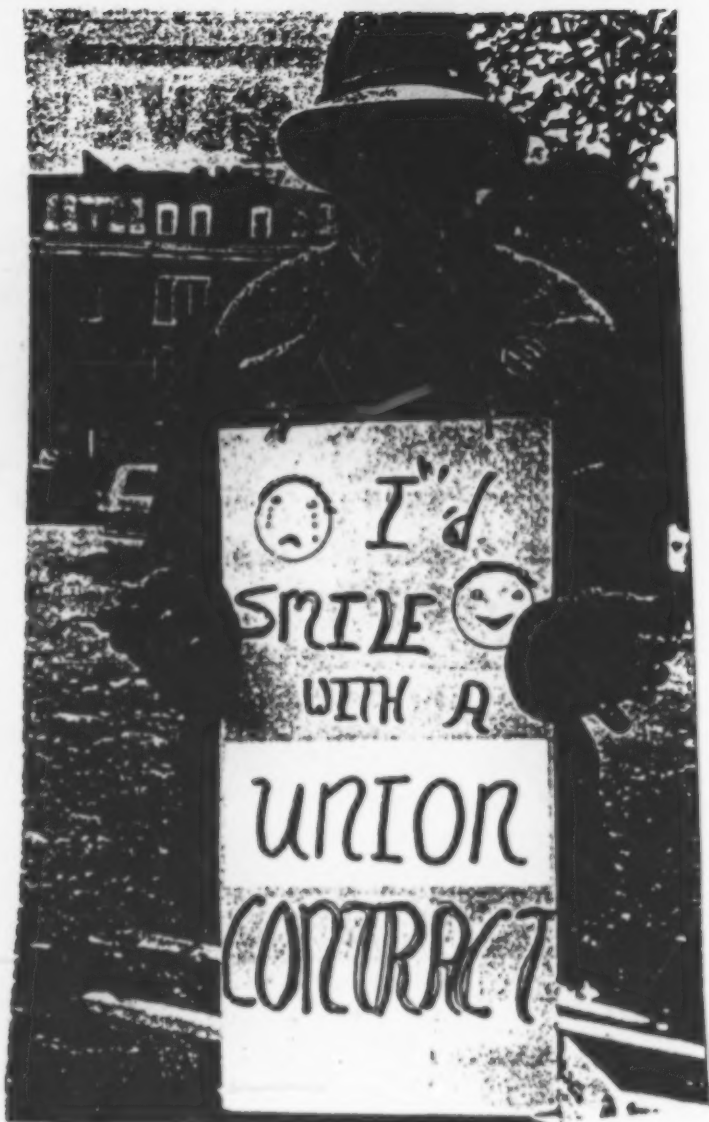
-
- | | |
|--------------------------------|---|
| 1. Legal _____ | a. against the law |
| 2. to leaflet _____ | b. pay salary |
| 3. to violate a contract _____ | c. legal agreement between company and union |
| 4. illegal _____ | d. workers vote to stop working because of a serious problem |
| 5. wages _____ | e. Someone is treated badly because of race, color, religion, or union activity |
| 6. discrimination _____ | f. Two sides try to get what they want |
| 7. rights _____ | g. To hand out flyers or paper with information on it |
| 8. petition _____ | h. by law |
| 9. negotiate/bargain _____ | i. to break a contract |
| 10. contract _____ | j. a paper people sign to show they agree or support something |
| 11. strike _____ | k. What you are entitled to by law |
| 12. grievance _____ | l. Workers make a line in front of the company during a strike to keep people out |
| 13. picket line _____ | m. a complaint made when the contract is violated |

CONTRACT

If you belong to a union, you have a contract. The contract is an agreement between company and workers. It is signed by the company and union. Many things are covered in the contract. Who decides what goes into the contract? How does the company and union agree on what is in the contract?

Ask your Steward or Union President to explain how the contract gets negotiated and signed. Is it easy or difficult?

Where else do you sign contracts outside of work? What happens if you break a contract? Bring a copy of a contract to class to discuss it.



1. What is happening in this picture?
2. What does the sign mean?

I would - I'd
She would - She'd
He would - He'd
They would - They'd
We would - We'd

HOME WORK

Get a copy of your contract. If you do not have one, ask your Steward.

PRACTICE

You: Can I have a copy of my contract?

Steward: Why?

You: I want to look something up.

Steward: You can look at mine.

You: I'd like my own copy.

AGREEMENT
between
COLUMBIA
ELECTRONIC CABLES,
Division of
CAROL CABLE CO., INC.
— and —

LOCAL 219

August 1, 1985 — July 31, 1988

1. What is this? _____

2. Who made this agreement? _____

3. When does it end? _____

4. What will happen in 1988? _____

CONTRACT - PREVIEW

Look at the Table of Contents for your contract. What does it tell you? Look at the words. Make a list of words you don't understand. Look at the Portuguese words to help you understand. Discuss these words with a partner. Write the meaning.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Find other books or magazines and look for a table of contents or index. (Idea: cookbook) Bring to class. Look things up using the table of contents or index.

LOOKING THINGS UP

TABLE OF CONTENTS

Article	Page
Agreement	4
1 Recognition	5
2 No Discrimination	6
3 Union Security	6
4 Hours	7
5 Premium Pay	8
6 Holidays	10
7 Vacations	12
8 Seniority	14
9 Wages	21
10 Group Insurance	23
11 Other Benefits	25
12 Safety and Health	27
13 Leaves of Absence	28
14 Plant Visits and Bulletin Boards	29
15 Discharge and Discipline	30
16 Grievance Procedure	30
17 Arbitration	32
18 Continuity of Operations	34
19 Management Rights	34
20 Pension	34
21 Completeness of Agreement	36
22 Federal and State Laws	36
23 Termination	36
Appendix A — Check-off Authorization	38
Appendix B	39
Appendix C	42

Portuguese Translation Begins 48

INDICE

Artigo	Página
Acordo	50
1 Reconhecimento	51
2 Não Discriminação	52
3 Segurança da União	52
4 Horas	53
5 Pagamento de Prêmio	55
6 Feriados	56
7 Férias	58
8 Antiguidade	60
9 Salários	67
10 Seguro De Grupo	69
11 Outros Benefícios	72
12 Segurança E Saúde	74
13 Licença De Ausência	75
14 Visitantes E Buletins	77
15 Despedimento E Disciplina	77
16 Processo De Queixa	78
17 Arbitragem	80
18 Dar Continuidade Ao Trabalho	82
19 Os Direitos Da Companhia	82
20 Pensão	82
21 O Que Completa O Contracto	84
22 Leis Federais Estaduais	84
23 Duração Do Contrato	84
Anexo A-Autorização	85
Anexo B	39-40
Anexo C	86

49

1. On what page does the Portuguese translation begin? _____
2. On what page can you find out about vacations? _____
3. How many days vacation do you get? _____
4. On what page can you find out about fighting at work/ getting fired? _____
5. What is the number of the article for seniority? _____
6. Does the contract cover maternity leave? 177 on what page? _____

Look up these things in your contract:

1. How many job classifications are there? _____
2. Which job pays the most? _____
3. Which job pays the least? _____
4. How do you get seniority? _____
5. How do you get promotions ? _____
6. What do you do about a problem or complaint ? (grievance)

What are the steps in a grievance?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

- What would you like to see in your contract that is not there now?
- What would you like added to your contract?
- How can you get something added ?

Write a short note to your Steward. Tell him or her that you would like to see something added to you next contract. Explain what it is.

Old Contract, New Contract

How have things changed?

COMPARE

Look at these covers. One is for the first contract between U.E. and Columbia Cable. The other is the present contract. What is the same? What is different?

AGREEMENT
— *between* —
**COLUMBIA
ELECTRONIC CABLES,
DIVISION OF AVNET, INC.**
— *and* —
**UNITED ELECTRICAL,
RADIO & MACHINE
WORKERS OF AMERICA (UE)**
LOCAL 219

Effective July 1, 1970

AGREEMENT
between
**COLUMBIA
ELECTRONIC CABLES,**
Division of
CAROL CABLE CO., INC.
- and -

LOCAL 219

August 1, 1985 — July 31, 1988

SAME:

DIFFERENT:

COMPARE

5.04 No premium or type of premium provided in this Article V shall be used or applied more than once, or in more than one way; and there shall be no duplication of any kind, nor any pyramiding of premium pay.

ARTICLE VI
HOLIDAYS

6.01

- (a) Employees who qualify under Section 6.02 shall be entitled to pay for the following holidays:

New Year's Day	Veterans' Day
Memorial Day	Thanksgiving Day
Labor Day	Christmas Day
Columbus Day	

- (b) Beginning in July 1972 one additional holiday shall be added to 6.01 (a) above.

- (c) At its option, the Employer may, upon one week's notice, substitute the preceding Friday for any Saturday holiday.

- (d) When any of the above listed holidays fall on a Sunday, it shall be observed on the following Monday.

6.02 Each regular full time employee who has completed sixty (60) days of employment and has worked his full regular schedule the scheduled work day before and the scheduled work day after the holiday shall be paid

of any kind, nor any pyramiding of premium pay.

ARTICLE 6
HOLIDAYS

- 6.01 (a) Employees who qualify under Section 6.02 shall be entitled to pay for the following holidays:

New Year's Day
Washington's Birthday
Memorial Day
Independence Day

Effective 1986, Independence day will no longer be a paid holiday. However, the day after Thanksgiving will be substituted

Labor Day
Columbus Day
Veterans' Day
Day before Christmas
Christmas Day
Day before New Year's Day
Good Friday

6.02 Each regular full time employee who has completed his probationary period and has worked his full regular schedule, the scheduled work day before and the scheduled work day after the holiday shall be paid for his regularly scheduled shift hours per day up to eight (8) hours at his average straight time hourly earnings; provided, however, that an employee who is absent on the day before or the day after the holiday because of verified illness, industrial accident, death in the immediate family, jury duty, Union business or other

1. How many holidays did workers at C.C. get paid for in 1970? _____

2. How many holidays did workers at C.C. get paid for in 1987? _____

3. Do you think workers should get more paid holidays? When? _____

Classification and Wages

1970

1985

Compare

Hiring
Symbol

APPENDIX B

Classification

CORDSET DEPT.

Rate Effective
7/1/70 7/1/71 7/1/72

P	General Assembler	I	\$1.77	1.87	1.97
C	Set up Man — Mechanic	H	1.87	1.97	2.07
			2.55	2.75	2.95
WIRE DEPT.					
P	Spooler	I	1.77	1.87	1.97
M	Machine Operator (except Extruder)	H	1.87	1.97	2.07
		I	2.15	2.25	2.35
C	Extruder Operator	H	2.25	2.40	2.55
			2.60	2.80	3.00

C	Set up Man — Mechanic	2.55	2.75	2.95
---	-----------------------	------	------	------

SHIPPING, RECEIVING & WAREHOUSING

M	Warehouse Man	2.31	2.45	2.61
M	Truck Driver — Warehouse Man	2.50	2.65	2.80

MAINTENANCE & MACHINE SHOP

C	Lead Man	3.50	3.70	3.90
C	Craftsman A	2.80	3.00	3.20
C	Craftsman B	2.50	2.70	2.90
S	Helper	2.15	2.25	2.35

GENERAL

S	Floorman	2.15	2.25	2.35
S	Laborer	2.15	2.25	2.35
S	Janitor	2.10	2.20	2.30

I = Incentive Base Rate
H = Hourly Base Rate

Pay
Grade

CLASSIFICATION

APPENDIX B WAGES

8/1/85 8/1/86 8/1/87
I — II I — II I — II

1	General Assembler Bobbin Winder Molder Blader Inspector/Tender/Packer Arise Operator Marker Coiler Spooler	\$4.22—\$4.46	\$4.32—\$5.00	\$4.42—\$5.16
2	Arise Operator CS Braden Tender	\$4.55—\$5.22	\$4.66—\$5.38	\$4.77—\$5.54
3	H. D. Molder	\$4.64—\$5.09	\$4.75—\$5.24	\$4.86—\$5.40
4	Packer Floorman Spoolmaker Floorman	\$4.82—\$5.52	\$4.94—\$5.69	\$5.06—\$5.86
4A	Janitor Multi-Conductor Tester	N/A—\$5.72	N/A—\$5.99	N/A—\$6.15

Pay
Grade

CLASSIFICATION

APPENDIX B WAGES

8/1/85 8/1/86 8/1/87
I — II I — II I — II

5	Floorman	N/A—\$5.84	N/A—\$6.11	N/A—\$6.28
6	Mach. Operator (Spooling & Wire Dept.)	\$4.98—\$5.92	\$5.10—\$6.10	\$5.22—\$6.28
6A	Inspector Inspector-Sample Room Maintenance Helper Stripper Twinner	N/A—\$6.12	N/A—\$6.40	N/A—\$6.58
7	Material Handler	N/A—\$6.18	N/A—\$6.46	N/A—\$6.64
8	Butcher Operator	\$4.98—\$5.80	\$5.10—\$5.97	\$5.22—\$6.15
9	Cable Multi Strand	\$5.23—\$6.19	\$5.36—\$6.38	\$5.49—\$6.57
9A	Cable (Non-Incentive) Braider Op./Serviceperson	N/A—\$6.39	N/A—\$6.68	N/A—\$6.87
10	Warehouseperson	N/A—\$6.46	N/A—\$6.75	N/A—\$6.94

Pay
Grade

CLASSIFICATION

APPENDIX B WAGES

8/1/85 8/1/86 8/1/87
I — II I — II I — II

11	Extruder Operator Set-up Mechanic	N/A—\$7.63	N/A—\$7.85	N/A—\$8.08
12	Master Mechanic B Trailer Truck Driver/ Warehouseperson	N/A—\$7.85	N/A—\$8.08	N/A—\$8.31
13	Master Mechanic A	N/A—\$8.90	N/A—\$9.16	N/A—\$9.43
14	Electrician	N/A—\$9.41	N/A—\$9.68	N/A—\$9.96
15	Toolmaker-Machinist	N/A—\$9.40	N/A—\$9.77	N/A—\$10.05

I = Incentive Base Rate II = Hourly Base Rate

A lead person shall be paid not less than 25 cents per hour above his/her classification

1. Name some differences in jobs from 1970 to 1987.

Practice: There is_____.

There are_____.

Ex. There are more job classifications.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

2. Find your job classification in 1970. Is it there?_____ How much did it pay then?_____ How much does it pay now?_____ How much do you think it should pay next year?_____ In five years?_____. What will the union ask for in the next contract for wages?_____

GRIEVANCE

1. What are some problems at work that could start a grievance?

1. _____
2. _____
3. _____
4. _____
5. _____

2. What can you say about the problem?

1. _____
2. _____
3. _____
4. _____
5. _____

UNITED ELECTRICAL, RADIO & MACHINE WORKERS OF AMERICA (UE)

GRIEVANCE FORM

Case No. _____

Filing Party _____ Date _____

If applicable: Dept. _____ Shift _____

Nature of Grievance: _____

Signature of Filing Party: _____

Management Reply: _____

Date _____

Signature _____

Final Disposition: _____

YOUR RIGHTS ON THE JOB

YOUR RIGHTS

Two things to protect you at work: the law and your union contract. Here are some rights you have by law. Compare the law and your contract.

Before you read, ask some questions about your rights. Then see if your questions are answered as you read.

ex. Can the company require me to work overtime?

1. _____
2. _____
3. _____
4. _____
5. _____

Remember: Workers have the legal right to work together to improve wages, hours, and working conditions. They have the right to form a union, to picket, to strike, to petition, and to leaflet.

WAGES

Law: In Massachusetts, you must make at least \$3.65 an hour. This is called minimum wage.

Contract:

OVERTIME

Law: If you work over 40 hours in one week, you must get time and one half for any hours over 40.

ex. Maria makes \$5.00 an hour.

She worked 45 hours last week. She will get:

$$40 \times 5.00 = \$200.00$$

$$5 \times 7.50 = \$ 37.00$$

$$\$237.00$$

Contract:

Law: Your Boss can require you to work overtime.

Contract:

NEW WORDS

HOLIDAYS

43

Law: If you work in a factory, you cannot be required to work on holidays if you do not want to. If you work on a holiday but it is not over 40 hours, the company does not have to pay you overtime. If you work in other places (like hospitals, restaurants, etc., you may be required to work on holidays.)

Contract:

What holidays are you paid for under your contract?

.....

MATERNITY LEAVE

Law: In Massachusetts, a woman can get 8 weeks (unpaid) maternity leave if she gives two weeks notice. She must get her job back with seniority.

Contract:

.....

WORKER'S COMPENSATION

Law: If you get hurt at work, you must file a notice with your employer to get worker's compensation. You can collect money while you're out of work.

Contract:

.....

NEW WORDS

RIGHT TO SIT

Law: You must be allowed to sit if it does not interfere with your work.

Contract:

UNEMPLOYMENT

Law: You can collect unemployment if you make enough money before you leave your job and if you are out of work through no fault of your own.

Contract:

DISCRIMINATION

Law: You cannot be treated unfairly in hiring , firing, promotions, pay, benefits, or other areas because of your race, skin color, religion, the country you came from, or for union activities, age, or handicap.

Note: Discrimination means treated unfairly because of one of the above reasons . If your boss does not like you and fires you, that does not mean it is discrimination. A Boss can fire a worker legally for any reason except discrimination, (If there is no contract).

Contract: (Can the company fire you without a reason?)

NEW WORDS

GETTING FIRED

Law: You cannot be fired because of discrimination. Discrimination is illegal. But you can be fired for almost any other reason.

Contract:

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SICK PAY

Law: There is no law that says you must be paid sick pay. Your company is not required by law to pay you when you are sick.

Contract:

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BATHROOMS

Law: There must be at least 6 bathrooms for 150 workers, and one additional bathroom for each additional 40 people. Bathrooms must be clean, have toilet paper, soap, and be in good condition.

Contract:

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NEW WORDS

TEMPERATURE

Law: Factories and machine shops must be at least 60°F. Warehouses must be at least 62° F.

Contract:

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MEALS

Law: If you work 6 hours or longer, you must have at least a 30 minute break.

Contract:

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COFFEE BREAK

Law: There is no law about coffee breaks. Your company does not have to give you any coffee breaks.

Contract:

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NEW WORDS